

TANZANIA INSTITUTE OF ACCOUNTANCY

(TIA)



PROSPECTUS

ACADEMIC YEAR: 2020/2021

LIST OF ABBREVIATIONS

ACSEE	Advanced Certificate of Secondary Education
CBET	Competence-Based Education and Training
CSEE	Ordinary Certificate of Secondary Education
DSA	Dar Es Salaam School of Accountancy
GPA	Grade Point Average
MAB	Ministerial Advisory Board Members
NACTE	National Accreditation Council for Technical Education
NBAA	National Board of Accountants and Auditors
NHIF	National Health Insurance Fund
NTA	National Technical Award
NVA	National Vocational Awards
PSPTB	Procurement and Supplies Professionals and Technicians Board
TCU	Tanzania Commission for Universities
TIA	Tanzania Institute of Accountancy
TIASO	Tanzania Institute of Accountancy Students Organization

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1.0 BACKGROUND INFORMATION

1.1 Historical background, establishment and mandate

Tanzania Institute of Accountancy (TIA) is a successor of the then Dar es salaam School of Accountancy (DSA), that was established in January 1973 as a Government Training Centre by a special decree of the Minister for Finance. Its initial objective was to conduct both short- and long-term courses for lower and middle level Government Accounting Personnel in order to improve their work performance.

TIA was established as a Government Executive Agency under the Ministry of Finance in accordance with the Executive Agencies (THE TANZANIA INSTITUTE OF ACCOUNTANCY) (ESTABLISHMENT) Order, G.N.No 489 of 2002 as per section 3 of the Executive Agencies Act. Cap 245 R.E of 2002. On 1st July 2002 the ESTABLISHMENT Order, G.N.No.489 mandated TIA to provide education in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations, Research and Consultancy activities and other business related academic disciplines. TIA as a higher learning institution is accredited by the National Accreditation Council for Technical Education (NACTE) and also its programmes are recognised by NBAA and PSPTB for exemption in professional examinations. TIA has six campuses strategically located in Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza and Kigoma to be close to its customers countrywide.

1.2 Vision, Mission and Objectives

1.2.1 Vision

“To be the Institute of Excellence in the provision of Quality Business Education, Research and Consultancy services in Africa”

1.2.2 Mission

“To provide quality education, research and consultancy services in the areas of Accountancy, Procurement and other business-related disciplines to both public and private sectors”

1.2.3 Core Values

TIA envisages modeling, upholding and promoting the following values:

- 1. Excellence:** TIA staff work to achieve the highest standards in everything we do.
- 2. Collaboration:** TIA staff work closely with other Academic Institutions as well as partners and donors to positively impact our activities.
- 3. Innovation:** TIA staff strives to continually find new ways to improve and overcome emerging challenges.
- 4. Professionalism:** TIA staff adheres to and maintain the rule of acceptable ethical behavior and honesty in all our activities.

5. **Transparency:** TIA staff are operating in openness and communicating in such a way that it is easy for others to see what actions are performed.

1.2.4 Objectives

1. Non-communicable diseases, HIV AIDS infections reduced and supportive services improved.
2. Implementation of National Anti-corruption strategy enhanced and corruption incidences reduced.
3. Quality of Education improved.
4. Research and Consultancy Services strengthened and improved.
5. Revenue generation enhanced to sustain Institutes operations.
6. Staff performance and human resource management improved.
7. Financial and Procurement management systems improved

1.2.5 TIA Motto

Education for efficiency

2.0 GOVERNANCE OF TIA

2.1 Ministerial Advisory Board Members (MAB)

Prof. Carolyne Ignatius Nombo is a Secretary of the Board, and there are other seven members

Responsibilities of Ministerial Advisory Board

1. Development and maintenance of a policy framework;
2. Setting of objectives for the Institute;
3. Acceptability of the Chief Executive's Strategic and Business plans and associated budgets;
4. Setting of priorities and annual performance targets for the Institute;
5. Acceptability of the Annual Report and Financial Statements;
6. Evaluation of Institute's performance;
7. Any other matter provided for, under the Executive Agencies Act. Cap 245 R.E. 2002; and
8. Any other matters affecting the Institute's activities as the Minister may from time to time refer to the Board.

2.2 The Management Team:

1. **Rector**

Prof. Carolyne Ignatius Nombo

PhD Social Science (Wageningen University);
Msc. (Agr. Education and Extension) SUA;
Bsc. (Home Ec. And Human Nutrition) SUA
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2. **Ag. Deputy Rector:
Academic, Research**

Dr. Momole Kasambala

PhD (Econ) (SUA), MSc. Agric. Econ (SUA)

- and Consultancy** BSc. Agric. Gen. (SUA)
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3. **Ag. Deputy Rector:
Planning, Finance and
Administration** **Dr. Matei Mapunda**
PhD (Rural Development) (SUA); MSc (Econ)
(Project Plan & Mgt) (MU); BSc (Econ); Dip
Ed –Institute/University
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4. **Ag. Manager:
Administration and
Human Resources
Management Dept.** **Ms. Witness S. Mbura**
MSc. HRM (MU); BPA-HRM (MU); Proficiency
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5. **Ag. Manager:
Finance and
Accounts Dept.** **Mr. Burkad P. Haule**
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6. **Ag. Manager:
Planning and
Budgeting Dept** **Dr. Modest Assenga**
PhD (Acc) UK; APGDBA(UK); MBA (F&B)
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7. **Ag. Manager:
Estate Management
Dept.** **Eng. Masuhuko M. Nkuba**
MSc IWRM (UDSM); BSc Civil Eng. (UDSM)
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8. **Ag. Dean of Student
Students Welfare Dept** **Ms. Lucina L. Comino**
MPA(MU); ADHRM (ISW); Dipl in Ed.
(Monduli TC)
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9. **Ag. Campus Manager;
TIA Mbeya** **Mr. Mashaka S. Mbugi**
MSc (Local Govt Mgt) (MU); ADA (TIA); Cert.
(GG) (Hombolo)
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10. **Ag. Campus Manager:
TIA Singida** **Dr. James E. Mrema**
PhD (Human Resource Mgt) (Achary
NagarJuna University) India, MBA (UDSM),
BA (UDSM)
11. **Ag. Campus Manager
TIA Mtwara** **Mr. Criph G. Swallo**
MBA (Finance) (OUT); MSc (Acc & Fin) (MU);
MARLA-Taxation (MU-Germany/UDSM/ITA);
PGD (Tax Mgt) (IFM); ADA (TIA)
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12. **Ag. Campus Manager
TIA Mwanza** **Dr. Hemed J. Msuya**
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(T); MBA (Logistics Mgt) (Coventry); BBA
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13. **Ag. Campus Manager
TIA Kigoma** **Dr. Honest Kimario**
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14. **Ag. Head:
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(UDSM),
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15. **Ag. Head:
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16. **Ag. Chief Internal
Auditor:
Internal Audit Unit** **Mr. Elias D. Msabi**
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17. **Ag. Head:
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18. **Ag. Head:
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19. **Head:
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B. Computer Application (*Bharati Vidyapeeth
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21. **Ag. Head:
Examinations
Department** **Mr. Robert M. Alila**
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22. **Head:
Research, Consultancy
& Publications Depart.** **Mr. Gorah A. K. Abdallah**
Master of Philosophy (MPhil), MBA (F&B)
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23. **Ag. Head of
Department:
Procurement and
logistics management
studies** **Mr. Mugisha Kamala**
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24. **Ag. Head of Department
– Management studies** **Dr. Elimeleck P. Akyoo**
PhD (Community Economic Dev't) (SUA);
PGD (Poverty Analysis - ISS) (Hague); MCED
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25. **Ag. Head of Department
– Accountancy and
Finance studies** **Dr. Aniceth Mpanju**
PhD (Business Admn.) (MSM); MBA (Finance
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26. **Ag. Head:**
Library Service
Department

Sefu H. Abeid
MSc. Library & Info. Studies (UDSM), BA
(Library & info. Studies) (Makerere Un)
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2.3 Training Programme Coordinators

2.3.1 Accountancy Programmes

1. **Dar es salaam** **Ms. Christina E. Mnene**
Master of International Trade (UDSM),
Bachelor of Arts with Economics
- 2.
3. **Mbeya** **Mrs. Maria.M.N. Lemeirut**
CPA (T); MBA (Finance) (UDSM)
4. **Singida** **Ms. Magreth Mapunda**
CPA (T); MSc. Finance (St. John); BAF (St.
John)
5. **Mtwara** **Ms. Salima S. Nalinga**
MSc. (Acc &Fin) (MU); ADA (TIA)
6. **Kigoma** **Ms. Winfrida Nnko**
MSc. (Finance and Investment) (Coventry Un.),
BAF(MU), CPA (T)
7. **Mwanza** **Mr. Ernest E. Kasheshi**
MSc. (A & F) (MU), B.Acct (MU)

2.3.2 Procurement and Logistics Management Programmes

1. **Dar es salaam** **Mr. Daud Mashauri**
Msc. Eng. Info. Sec (HUST, Hubei – China);
BSc ESC (Hons)UDSM
2. **Mbeya** **Mr. Albert L. Kaunda**
MSc. PSCM (MU); ADPSM (CBE)
3. **Singida** **Mr. Shisalalyandumi P. Ulomi**
CSP (T); MBA (PLM) (MU)

- | | | |
|----|---------------|---|
| 4. | Mtwara | Mr. Geophrey D. Shipela
CPSP (PSPTB); MSc. PSCM(MU); BBA(P&LM) (SAUT) |
| 5. | Kigoma | Mr. Charles W. Merengo
Msc.PSM (MU); NSC-NBMM (T); ADPS (TIA) |
| 6. | Mwanza | Mr. Baltazari C. Mwita,
MBA (UDOM); BSc. Ed (UDSM) |

2.3.3 Management Studies Programmes

- | | | |
|----|----------------------|--|
| 1. | Dar es salaam | Alex Marwa
MBA (Marketing) MU; ADBA (CBE) |
| 2. | Mbeya | Vacant |
| 3. | Singida | Vacant |
| 4. | Mtwara | Mr Mwinula A. Lumelezi
BPA (MU); Msc.HRM (MU) |
| 5. | Kigoma | Mr. Kephass Ugula
LLM (UDSM); BA.PS & PA (UDSM); LLB (OUT) |

2.4 Academic Staff

Professors

- | | | |
|----|-------------------------|--|
| 1. | Prof. Carolyne I. Nombo | PhD Social Science (Wageningen University); MSc. (Agr. Education and Extension) SUA; BSc. (Home Ec. And Human Nutrition) SUA |
|----|-------------------------|--|

Senior Lecturers

- | | | |
|----|----------------------|---|
| 2. | Dr. Momole Kasambala | PhD (Econ.) (SUA); MSc (Agric. Econ) (SUA); BSc. (Agric. General) (SUA) |
|----|----------------------|---|

Lecturers

- | | | |
|----|-----------------------|--|
| 3. | Dr. Modest Assenga | PhD (Acc.) (UK); APGDBA(UK); MBA (F&B) (MU); CPA (T); ADA (TIA); ATEC II |
| 4. | Dr. Aniceth K. Mpanju | PhD (Business Admn.) (MSM); MBA (Finance & Banking) (MU); ADEP (IDM) |

5. Dr. Anthony B. Mzurikwao PhD (UDSM); LLM (UDSM); LLB(Hons)(UDSM); Advocate (HTC)
6. Dr. Abdallah N. Saqware PhD (Insurance) (University of Central Lancashire); MBA (MU); MSc (Insurance and Risk Mgt - City Un - London); PGD (Financial Mgt - IFM); Adv. Social Security-IFM)
7. Dr. Bahati Shagama PhD (Community Economic Dev't) (SUA); PGD (Education) (OUT) MCED (OUT) MPA (HRM) (MU); ADPA (MU)
8. Dr. Elimeleck .P. Akyoo PhD (Community Economic Dev't) (SUA); BSc (Agric. Ed & Ext) (SUA); PGD (Poverty Analysis- ISS) (Hague); MCED (OUT) MA (Mgt-Development) (VHLU)
9. Dr. Issaya B. Hassanal PhD (MU); MPA (MU); BA (PA)(honours) (UDSM)
10. Dr. James E. Mrema PhD (Human Resource Mgt) (Achary NagarJuna University) India, MBA (UDSM), BA (UDSM)
11. Dr. Matei E Mapunda PhD (Rural Dev't) (SUA); MSc (Econ) (Project Plan & Mgt) (MU); BSc (Econ); Dip Ed –Institute/University
12. Dr. Honest. Kimario PhD (Business Administration) UDOM; CPSP (PSPTB); MSc. PSCM (MU); BA (PSM)(MUCCOBS)
13. Dr. Hemed J. Msuya PhD (Business Administration) UDSM; CPSP (T); MBA (Logistics Mgt) (Coventry); BBA (PLM)(MU)
14. Mr. Gorah A. K. Abdallah CPA (T); MBA (Finance & Banking) (MU); ADA (IFM)
15. Ms. Luciana S. Hembe MBA (F&B) (MU); B. Com (Accounting) (UDSM)
16. Mr. Prosper Proches Tegamaisho LLM (ICU-Turin); LLM (SAUT); LL. B (RUCO)

- | | | |
|-----|------------------------------|--|
| 17. | Mr. Mashaka S. Mbugi | MSc (Local Govt Mgt) (MU);
(Hombolo); ADA (TIA); Cert. (GG) |
| 18. | Mr. Ernest B. Mbasya | MSc. A & F (MU); ADA (CBE) |
| 19. | Mr. Martin D. Mnyili | CPA (T); MSc. A & F (MU); BAF (MU) |
| 20. | Mr. Shisalalyandumi P. Ulomi | CSP (T); MBA (Proc. & Logistics Mgt)
(MU) |

Assistant Lecturers

- | | | |
|-----|---------------------------|---|
| 21. | **Mr. Albert R. Moshi | MBA (IT Mgt) (Coventry University);
ADIT (IAA) |
| 22. | **Mr. Bajjet S. Naresho | CPSP(T); ADPS (TIA); MSc (PSCM)
(MU) |
| 23. | **Mr. Baraka H. Kamwela | MBA (Corporate Mgt) (MU); BA
(Ed)(Hons) (UDSM) |
| 24. | **Mr. Bruno A. Ng'ingo | MSc (HRM) (MU); Adv.Dip.in Adult Ed
& Com. Dev. (IAE); Cert. Ed. (TCC-
Marangu) |
| 25. | **Mr. Criph G.Swallo | MBA (Finance) (OUT); MSc (Acc &
Fin) (MU); MARLA (MU-
Germany/UDSM/ITA; PGD (Tax Mgt)
(IFM); ADA (TIA) |
| 26. | **Mr. Ephraim S. Nnunduma | MPA (MU); B. Ed (Hons) (UDSM); Dip
Ed |
| 27. | **Mr. Florence W. Sitima | MSc. (Econ) (Eco. Policy &Planning)
(MU); BA. Ed (UDSM); Dip-Ed
(Monduli). |
| 28. | **Mr. Gabinus E Nkwera | CPA (T); MBA (F&B) (MU); ADA (TIA) |
| 29. | **Mr. Godwin Mollel | LLM (MU); LLB (MU); Dip. Law (MU);
Advocate (HTC) |
| 30. | **Mr. Harid Mwambula | M.A. Linguistics (UDOM); (TEKU); BEL
(TEKU); Dip. Ed. (MTTC), Cert Ed
(Tukuyu TTC). |

- | | | |
|-----|----------------------------|--|
| 31. | **Mr. Isaya R. Mwanyamba | MIB (UDSM); BBA(KIU) |
| 32. | **Mr. Justine Augustine | MBA (General) (UDOM); BA – Marketing Mgt (MU) |
| 33. | **Mr. Mugisha Kamala | MBA (Finance) (TIU-UK.); BA (Hons) (UDSM). |
| 34. | **Mr. Sosthenese J. Mapuli | CPA (T); MBA(Finance) (UDSM); B. Com (Acct) (UDSM) |
| 35. | **Mr. Victor W. Bwachele | MBA (UDSM); BBA(SAUT); FTC (Civil Engineering) (DIT) |
| 36. | **Mr. Vincent F. Maramoko | CPSP (T) (PSPTB); MBA(LM) (CU); ADPS(TIA) |
| 37. | **Mr. Wilfred M. Kilasara | MBA (HRM) (UDSM); PGDA (IFM); ADA (SAUT); Cert. in Law (UDSM) |
| 38. | **Mr. Wilson P. Mwakyusa | MBA (IT Mgt); PGDIT (UDSM); PGDISD (HUAS- Netherlands); BSc. Ed (UDSM) |
| 39. | **Ms. Aisia Z. Lauwo | MBA-CD (La Trobe Univ. Australia); PGDRP (IRDP); ADRP(IRDP) |
| 40. | **Mr. Charles W. Merengo | MSc-PSM (MU); ADPS(TIA); NSC-NBMM(T) |
| 41. | **Mr. Daudi Mashauri | MSc. Eng. Info. Sec (HUST, Hubei – China); BSc. ESC (Hons) (UDSM) |
| 42. | **Mr. Idd .S. Marugujo | MSc (Acc& Fin) (MU); BSc (Agric. Eng.) (UDSM-SUA); BAF (MU) |
| 43. | **Mr. Silverio Nyaulingo | MSc. Ac & F (MU); BAF (MU); Dip. Ed (DTTC) |
| 44. | **Ms. Shukrani Mgaya | MPA (General) (UDOM); BA (Public Admin) (MU) |
| 45. | **Mr. Abbas Evaristo Sanga | CPA (T); MSc Acc & Fin (MU); ADA |

		(TIA)
46.	**Mr. Lawrence J. Lubigili	MSc (HRM) (MU); Bd (HRM)(ISW); Dip Ed (Monduli TTC)
47.	**Ms. Magreth Mapunda	CPA (T); MSc. Finance (St. John); BAF (St. John)
48.	**Mr. Mutaju Marobhe	CPA (T); MBA (Finance)(UDSM); BBA – Accounting (TUICO)
49.	Mr. Bartholomeo T. Haule	MBA (Finance & Banking) MU; PGD (Cooperative Business Mgt) CC-Moshi; AD (Cooperative in Acc) CC- Moshi
50.	Mr. Tubeti Mwita	MSc. PSCM (MU); ADPS (TIA)
51.	Mr. Kasena Musaku Bandoma	Master of International Business (UDSM BSc. Agricultural Economics and Agribusiness (SUA)
52.	Mr. Albert Lazer Kaunda	MSc. PSCM (MU); ADPSM (CBE)
53.	Mr. Alex Marwa	MSc-Marketing Mgt (MU); ADBA (CBE)
54.	Mr. Alfred Mandi	CPSP, MSc. PSCM (MU), B.P&S Mgt (SUA)
55.	Mr. Amos Joseph Manyama	LL.M (SAUT); LL. B (SAUT)
56.	Mr. Arnold Lambert	MBA (Corporate)(MU); PGDIT (AMITY); BSc. (Computer Science) (UDSM)
57.	Mr. Baltazar Charles Mwita	MBA (UDOM); BSc. Ed (UDSM)
58.	Mr. Bartholomeo T. Haule	MBA (Finance & Banking) MU; PGD (Cooperative Business Mgt) CC-Moshi; AD (Cooperative in Acc) CC- Moshi
59.	Mr. Bitu W. Phinias	Master of Educational Management and Administration (UDSM), B.A(Educational)(UDSM)
60.	Mr. Boyd M.Anyigulile	MSc (Mathematics)(UDOM), BSc

		(Education)(SUA)
61.	Mr. Charles R. Samson	MSc. HRM (OUT), BHRM(OUT)
62.	Mr. Claudio G. Kikonde	Master of Arts in Education (UDOM), Bachelor of Education in Adult education and comm. Dev't (UDOM)
63.	Mr. Daniel Salvatory Mgonja	MSc. Math. Modelling (Cowas); BSc Ed. (Mwenge University); Dip Ed, (Kleruu –TTC)
64.	Mr. Emmanuel R. Mwacha	MBA (OUT); BA (TU)
65.	Mr. Ernest Edward Kasheshi	MSc. A &F (MU); B. Acct-(MU)
66.	Mr. Fadhili B. Mahenge	MSc. A&F (MU); ADA (TIA)
67.	Mr. Francis Daudi Sinkamba	BSc IEM (UDSM), MSc. Engineering Mgt. (UDSM)
68.	Mr. Francis S. Msangi	CPSP (T); MSc. PSCM (MU); ADPS (TIA)
69.	Mr. Geophrey D. Shipela	CPSP (PSPTB); MSc. (PSCM)(MU); BBA (P&LM) (SAUT)
70.	Mr. George Kasinga	CPA(T), MBA (Cooperative Mgt)(MU); BAF (MU)
71.	Mr. George Stephen Makune	MA (Linguistics) (UDOM); BA (Ed) (SAUT); Dip. Ed (BTC)
72.	Mr. Godfrey E. Mpogolo	MSc. Math SC. (AIMS, University of Stellenbosch-US); BED MATH. (TEKU); Dip.Ed. (Tukuyu TTC)
73.	Mr. Ibrahimu Uswege	CPSP, MSc. PSCM(MU), B.P&S (UDOM)
74.	Mr. Iman Stanley Matonya	MBA(Finance) (UDOM); BA (Marketing) (St. John Un)
75.	Mr. Imani Alinanuswe Mwang'eka	M.A Linguistics (UDOM); BA. Ed. Language (TEKU); Cert. Ed (Mpuguso TTC)

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| 76. | Mr. Jackson E. Payowela | MSc. HRM(MU), BHRM(UDOM) |
| 77. | Mr. Joseph Peter | MBA (IFM); ADVANCE DIPLOMA –IT (IFM); Dip Auto Mobile Eng. (NIT); Cert. Geo. Information System (ARU) |
| 78. | Mr. Jumanne M. Magayane | MBA (F&B) (MU); BAF (MU) |
| 79. | Mr. Kenani Mwakanemela | MSc. (Fin & Investment) (IAA & Coventry University); BA (Econ)(SAUT) |
| 80. | Mr. Kephass Ugula | LLM (UDSM); BA.PS & PA (UDSM), LLB (OUT) |
| 81. | Mr. Lucas Charles Magoti | CPA (T); BAC (TIA); Dip. (Ed)(BTC) |
| 82. | Mr. Lucas Daudi Sagenge | MBA (Log. Mgt) (Coventry); B. Com (Acc)(UDSM); BA.Ed (Hons)(UDSM) |
| 83. | Mr. Lucas M. Ng'webeya | MSc (IT Mgt); (Avinashilingam) ADCS (IFM); FTC (DTC) |
| 84. | Mr. Mayila M. Ntabo | MBA (CM)(MU); B. Com (Hons)(Finance) (UDSM) |
| 85. | Mr. Mwinula A. Lumelezi | BPA(MU); MSc. HRM (MU) |
| 86. | Mr. Kagulu Mtogo | MSc. (HRM)(MU); B. Com (HRM)(UDOM) |
| 87. | Mr. Nyandwi Murihano | MSc. PSCM (MU); ADPS(TIA) |
| 88. | Mr. Oisca W. Lova | MBA (CORPORATE MGT) (St. John), BAF (St. John) |
| 89. | Mr. Pankras U. Kandengukila | M. Eng. Computer Applied Tech, (South West Dighton University); B.Tech. in IT (St. Joseph College of Eng. & Tech) |
| 90. | Mr. Paul A. Maganga | MBA-Finance (UDSM), PGD- Financial mgt (IFM), ADA |
| 91. | Mr. Peter D. Mshana | Master of Finance and Account (oil & |

		gas) (UDSM), Bachelor of Commerce (Accounting)(UDSM)
92.	Mr. Remmy David Chuma	Msc.HRM (MU); B (HRM) (ISW), PHR (TPSC)
93.	Mr. Robert M. Alila	CPA(T); MBA (Finance) (UDSM); B. Com (Accounting) (UDSM)
94.	Mr. Salum Ibrahim Kanyungu	MBA (Finance) (JOMO Kenyatta); B (Microfinance and Enterprise Dev't) (SUA)
95.	Mr. Shaaban T. Shaaban	MEED(UDSM); B. Com (Accounting) (UDSM)
96.	Mr. Stanslaus Augustine Shilemba	CPSP (T)(PSPTB); MSc. (PSCM), (MU); ADPS(SAUT);
97.	Mr. Tumsifu William Naboti	MBA-IAA (ITM) (Coventry University); PDED (CFR); ADIT (IAA)
98.	Mr. Vicent Msigalah	MSc. Eco. (MU); BA Eco. (UDOM), Cert (TRACIDI)
99.	Mrs. Maria M.N. Lemeirut	CPA (T); MBA (Finance) (UDSM)
100.	Ms. Agnes BORA Joseph	MSc. Math-Modelling (UDSM); BSc. Ed (UDSM)
101.	Ms. Christina E. Mneney	Master of International Trade (UDSM), Bachelor of Arts (ECONOMICS)(UDSM)
102.	Ms. Damari Justus Tandas	MSc Mkt Mgt (MU); BA Mkt. (MU); Cert. Acct – (MU).
103.	Ms. Diana Lucas Kayamba	MSc. A & F (MU); BBA Acct. St. John's University
104.	Ms. Dorah Chenyambuga	MSc. Marketing (Metropolitan Un) UK. BA. Mass Communication (SAUT)
105.	Ms. Eliaichi J. Kyara	MBA (Logistics Mgt) (Coventry University), B (Commerce PLM)

		(UDOM), CPSP(T)
106.	Ms. Glory Nguve	CPA(T), MSc. Finance & Accounting (UDSM), BAF (MU)
107.	Ms. Imelda Maiko Mzokolo	MBA –HRM (St. John’s University); BBA – HRM St. John’s University; Dip Diplomacy & International Relations (CFR)
108.	Ms. Magreth K. Emmanuel	MSc. Finance (St. John Univ); BAF (St. John Univ); CPA (T)
109.	Ms. Mary G. S. Tigwera	LLM (UDSM); LLB (UDSM)
110.	Ms. Pendo Oweru	BPA–PSM (MU), MARM (University of Botswana)
111.	Ms. Salima S. Nalinga	MSc. (Acc &Fin) (MU); ADA (TIA)
112.	Ms. Seba .E. Alila	MSc. (Acc. & Fin.) (MU); ADA (TIA)
113.	Ms. Suma P. Mwankemwa	MSc. (Accounting & Finance) (MU), Adv. Dip in Banking (IFM)
114.	Ms. Upendo S. Ole	MSc. (Finance) (St. John Un.), BSc. (F&A) (St. John Un.)
115.	Ms. Winifrida James Nnko	MSc. (Finance and Investment) (Coventry Un), CPA (T), BAF (MU),
116.	Mr. Mohamed A. Kaluse	MBA (Finance) UDOM; BAF (MoCU)

Tutorial Assistant

117.	Mr. Aspenas M. Mwira	B. Com (UDSM)
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3.0 ACADEMIC ORGANS

3.1 The Academic Board

3.1.1 Composition

The Institute has an Academic Board with the following composition: -

1. Rector - Chairperson
2. Deputy Rector Finance, Planning and Administration
3. Head of Quality Assurance Unit
4. Campus Deans / Warden of Students
5. Head of Admission Unit
6. Head of Examination Unit
7. Heads of Departments
8. Campus Managers
9. Training programme coordinators (One representative from each campus)
10. Students' Organization representatives
11. Invitees (as may be called upon by Rector)
12. Deputy Rector Academic, Research and Consultant- Secretary

3.1.2 Functions of the Academic Board

The Academic Board is the governing Board on academic affairs of the Institute:

- (i) To plan, develop and implement academic strategies, policies, Procedures, regulations and rules governing academic affairs.
- (ii) To approve new programmes;
- (iii) To receive, deliberate and approve students' admission and registration reports;
- (iv) To receive, deliberate and approve academic reports from the campuses;
- (v) To approve and announce end of semester/and supplementary/special examination results;
- (vi) To regulate all the Institute's examination and assessment and to appoint examiners both internal and external where appropriate;
- (vii) To set and regulate the content and academic standard of any course of study offered or proposed to be offered by the Institute;
- (viii) Re recommend discontinuation, disqualification or suspension of students, for a stated time from the Institute or its premises, or from attending any programme of the study or from doing any examination or other form of assessment by failure to meet requisite academic standards or breach of Student by – laws;
- (ix) To receive, deliberate and recommend the verdict of appeals of students from the relevant committee;
- (x) To direct, regulate and promote research, consultancy and publication and outreach activities;
- (xi) To receive and recommend the names of graduates of all TIA programmes to the Ministerial Advisory Board approval;
- (xii) To establish internal and external academic quality assurance, academic review, curricula development and advisory mechanism; and perform such other functions as may be directed and advised by the Ministerial Advisory Board.

3.2 Academic Committee

3.2.1 Composition

The Institute has an Academic committee with the following composition: -

1. Deputy Rector Academic, Research and Consultant- Chairperson
2. Examination Marking Center Leaders
3. Head of Quality Assurance Unit
4. Heads of Academic Departments
5. Head of Admissions
6. Heads of departments
7. Training programme coordinators
8. Assistant examination officers
9. Examination Officers- Secretary

3.2.1 Functions of the Academic Committee

The Academic Committee is the governing committee on academic affairs of the Institute:

- (i) To deal with curriculum development and review and enrolment planning
- (ii) To review examination rules and regulations.
- (iii) To deal with appointment of part-time lecturers, development of lecturers and manpower planning for teaching staff.
- (iv) To check accuracy and compilation scores for submission to the Academic Board
- (v) To deal with students' appeals on remarking of examination answer scripts and submit a report to Academic Board
- (vi) To receive appeals on examination irregularities and submit a report to the Academic Board for decision.

3.3 Examiners Committee:

3.3.1 Composition

The Institute has Centers Examiners Meeting with the following composition: -

1. Marking Supervisor - Chairperson
2. Heads of Academic Departments
3. Training programme coordinators
4. Examiners
5. Head of Examination- Secretary

3.3.2 Functions of Examiners Committee:

Handling of examination complaints, check accuracy of compilation of scores and report the same to the Academic Board.

4.0 PROGRAMMES OFFERED

4.1 Basic Technician Certificates: NTA-Level 4

4.1.1 Basic Technician Certificate in Accountancy (BTCA)

a) Purpose of qualification

This qualification is intended for a person who will perform routine accounting and financial duties, communicate properly and apply basic computer knowledge in accounting duties.

b) Summary of Modules NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	15	Core
BAT04101	Basic Commercial Knowledge	1	1	11	Fundamental
GST04101	Elementary Business Mathematics	1	1	9	Fundamental
GST04106	Basics of Business Communication	1	1	9	Fundamental
PLT04102	Basic Store Keeping	1	1	12	Fundamental
ACT04202	Elements of Bookkeeping and Accounts	1	2	15	Core
ACT04203	Elements of Cost Accounting	1	2	15	Core
ACT04204	Elements of Taxation	1	2	15	Core
ACT04205	Elements of Auditing	1	2	15	Core
GST04204	Elements to Computer Applications	1	2	9	Fundamental
10 Modules					

4.1.2 Basic Technician Certificate in Procurement and Logistics Management (BTCPLM)

a) Purpose of qualification

This qualification is intended for a person who will perform routine procurement and logistic duties, communicate properly, apply basic computer knowledge in his/her duties.

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	15	Fundamental
GST04101	Elementary Business Mathematics	1	1	9	Fundamental
GST04106	Basics of Business	1	1	9	Fundamental

Code	Module Title	Year	Semester	Credit	Category
	Communication				
PLT04101	Basic Store Keeping	1	1	18	Core
PLT04103	Basic Procurement Principles	1	1	12	Core
MPT04203	Elements of Marketing	1	2	10	Fundamental
GST04202	Elements of Computer Applications	1	2	9	Fundamental
GST04205	Elements of Business Law	1	2	9	Fundamental
PLT04201	Elements of Freight Forwarding	1	2	15	Core
PLT04203	Elements of Logistics Operations	1	2	15	Core
10 Modules					

4.1.3 Basic Technician Certificate in Business Administration (BTCBA)

a) Purpose of qualification

This qualification is intended for a person who will perform routine business administration and sales duties, communicate properly, apply basic computer knowledge in performing business duties, preparing simple reports, recording stores/sales receipts, maintaining records and documents, managing own business and address emerging social economic challenges.

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	10	Fundamental
BAT04101	Basic Commercial Knowledge	1	1	12	Core
BAT04105	Elements of Business Administration	1	1	15	Core
GST04101	Elementary Business Mathematics	1	1	14	Fundamental
GST04102	Introduction to Business Communication	1	1	10	Fundamental
BAT04203	Elements of Marketing	1	2	12	Core
BAT04204	Introduction to Small Business Management	1	2	10	Core
GST04203	Office Practice and Records Management	1	2	12	Fundamental
GST04204	Introduction to Computer Applications	1	2	12	Fundamental
GST04205	Elements of Business Law	1	2	13	Core

Code	Module Title	Year	Semester	Credit	Category
10 Modules					

4.1.4 Basic Technician Certificate in Human Resource Management (BTCHRM)

a) Purpose of qualification

This qualification is intended for a person who will perform routine human resource management duties including safe keeping of employee records, deal with incoming and outgoing mails, use computer application to collect/retrieve, process and disseminate information and assist in human resource management duties

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
GST04101	Elementary Business Mathematics	1	1	9	Fundamental
GST04106	Basics of Business Communication	1	1	9	Fundamental
HRT04104	Basics of Human Resource Records Management	1	1	14	Core
HRT04103	Basics of Organizational Psychology	1	1	12	Core
MPT04105	Elements of Public Relations	1	1	11	Fundamental
GST04204	Elements of Computer Applications	1	2	9	Fundamental
GST04206	Basics of Labour Law	1	2	14	Core
HRT04203	Elements of Organisation Behaviour	1	2	14	Core
HRT04202	Basics of Industrial Relations	1	2	14	Core
HRT04205	Elements of Human Resource Management	1	2	14	Core
10 Modules					

4.1.5 Basic Technician Certificate in Marketing and Public Relations (BTCMPR)

a) Purpose of qualification

This qualification is intended for a person who will perform routine Marketing and Public Relations duties, communicate properly and apply basic computer knowledge in business duties.

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
GST04101	Elementary Business Mathematics	1	1	9	Fundamental

Code	Module Title	Year	Semester	Credit	Category
GST04106	Basics of Business Communication	1	1	9	Fundamental
MPT04106	Elements of Marketing	1	1	14	Core
MPT04103	Customer Care & Ethics	1	1	12	Core
MPT04105	Elements of Public Relations	1	1	15	Core
BAT04205	Basic Commercial Knowledge	1	2	11	Fundamental
BAT04202	Basics of entrepreneurship	1	2	15	Core
GST04203	Office Practice and Records Management	1	2	11	Fundamental
GST04202	Basics of Computer Applications	1	2	9	Fundamental
MPT04202	Elements of Sales Management	1	2	15	Core
10 Modules					

4.1.6 Basic Technician Certificate in Public Sector Accounting and Finance (BTCPSAF)

a) Purpose of qualification

This qualification is intended for a person who will perform routine accounting and financial duties, communicate properly, apply basic computer knowledge, store rules and customer care in accounting duties.

b) Summary of Modules - NTA Level 4

Code	Module Title	Year	Semester	Credit	Category
ACT04101	Basic Book-keeping	1	1	10	Fundamental
BAT04102	Basic Commercial Knowledge	1	1	12	Fundamental
GST04103	Commercial Arithmetic	1	1	10	Fundamental
GST04104	Introduction to Communication Skills	1	1	10	Fundamental
PLT04105	Basic Store Keeping	1	1	10	Fundamental
GST04208	Introduction to Customer Care and Ethics	1	2	10	Fundamental
GST04209	Introduction to Computer Applications	1	2	10	Fundamental
PST04206	Elements of Public Sec Accounting	1	2	18	Core
PST04207	Elements of Public Finance and Taxation	1	2	12	Core
PST04210	Elementary Cooperative Accounting	1	2	12	Core
10 Modules					

4.1.7 Admission requirements

Holders of Ordinary Certificate of Secondary Education (CSEE) with minimum entry requirements of at least four (4) passes (grade “D” or above) excluding religious subjects; OR National Vocational Award LEVEL 3 (NVA 3) with Ordinary Certificate of Secondary Education (CSEE)

4.1.8 Overall Structure and Programme Duration

The **NTA Level 4** curriculum consists of ten (10) modules that are spread over two semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

4.1.9 Assessment of Performance

In order to make genuine assessment of student’s performance, he/she must have attended at least 75 percent of the lectures.

Continuous Assessment	50
Final examination	50
Total	100
Pass Mark	50

A student must score at least 25 percent marks of the module coursework to be allowed to sit for semester examination and a minimum of 30 percent marks for each module in a semester examination. However, a student must pass at “C grade” and/or above in at least three modules in the first semester in order to be allowed to register for the next semester.

4.1.10 Grading System

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1.	80 – 100	A	EXCELLENT
2.	65 – 79	B	GOOD
3.	50 – 64	C	AVERAGE
4.	40 – 49	D	POOR
5.	0 – 39	F	FAILURE

4.1.11 Classification of Awards

Grades for the different score ranges are assigned points as follows:

GRADE	GRADE POINTS
A	4
B	3
C	2
D	1
F	0

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS AWARD	CUMULATIVE GPA
FIRST CLASS	3.5 to 4.0
SECOND CLASS	3.0 to 3.4
PASS	2.0 to 2.9

An award shall be given to a candidate who satisfies the following conditions:

a) Candidate must have successfully completed and passed all modules for which the award is to be made; and

Candidate must have achieved the minimum cumulative Grade Point Average (GPA) equivalent to *Pass*, which will be calculated using the NACTE's Computation formula

$$\text{i.e. Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where **P** represents a grade point assigned to a letter grade scored by the candidates in a module and **N** represents the number of credits associated with the module.

b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point only.

4.2 Certificate Programmes: NTA Level 5

4.2.1 Technician Certificate in Accountancy

a) Purpose of qualification

This qualification is intended for a person who will perform operational accounting duties including preparation of financial statements, simple payroll, and budget, perform bank reconciliation and use accounting computer packages to perform accounting tasks.

b)Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
ACT05101	Book-keeping and Accounts	1	1	15	Core
ACT05105	Principles of Costing and Procurement	1	1	15	Core
BAT05102	Principles of Commerce	1	1	12	Fundamental
BAT05105	Principles of Economics	1	1	9	Fundamental
GST05102	Business Mathematics and Statistics	1	1	12	Fundamental
ACT05202	Elementary Financial Accounting	1	2	15	Core
ACT05207	Principles of Public Sector Accounting	1	2	15	Core
ACT05210	Principles of Auditing	1	2	15	Core
GST05207	Business Communication Skills and Office Practice	1	2	10	Fundamental
GST05212	Computer Applications	1	2	12	Fundamental
10 Modules					

4.2.2 Technicians Certificate in Procurement and Logistics Management

a)Purpose of qualification:

This qualification is intended for a person who will perform routine and non-routine procurement and logistics duties including preparation of simple stock reports, stores accounting schedules and apply computer skills.

b)Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
MPT05102	Principles of Marketing	1	1	10	Fundamental
GST05103	Business Communication Skills and Office Practice	1	1	10	Fundamental
GST05102	Business Mathematics and Statistics	1	1	12	Fundamental
PLT05101	Procurement Principles	1	1	15	Core
PLT05102	Stores Administration	1	1	18	Core
ACT05204	Principles of Financial	1	2	12	Fundamental

GST05213	Accounting Fundamentals of Information Systems	1	2	12	Fundamental
PLT05201	Inventory Control	1	2	12	Core
PLT05204	Transport and Distribution	1	2	12	Core
PLT05205	E-procurement Principles	1	2	12	Core
10 Modules					

4.2.3 Technicians Certificate in Business Administration

a) Purpose of qualification

This qualification is intended for a person who will perform routine and non-routine business duties including assisting in procurement, selling and storage functions, preparing reports, processing and recording business related information, handling customers and assist in human resource and public relations.

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
GST05103	Business Communication Skills and Office Practice	1	1	10	Fundamental
GST05102	Business Mathematics and Statistics	1	1	12	Fundamental
PLT05106	Procurement and Supply	1	1	12	Fundamental
BAT05102	Principles of Commerce	1	1	12	Fundamental
ACT05106	Fundamentals of Financial Accounting	1	1	12	Fundamental
ACT05203	Principles of Financial Management	1	2	11	Fundamental
BAT05201	Fundamentals of Entrepreneurship	1	2	12	Core
MPT05201	Public Relations and Customer Care	1	2	11	Fundamental
GST05201	Principles of Management	1	2	12	Fundamental
GST05212	Computer Applications	1	2	12	Fundamental
10 Modules					

4.2.4 Technicians Certificate in Human Resource Management

a) Purpose of qualification

This qualification is intended for a person who will perform routine human resource duties including maintaining personnel records, collect data necessary for staff training

and development, use computer applications to prepare various office documents and assist in human resource management duties.

b)Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
GST05103	Business Communication Skills and Office Practice	1	1	10	Fundamental
GST05102	Business Mathematics and Statistics	1	1	12	Fundamental
HRT05101	Fundamentals of Human Resource Management	1	1	15	Core
HRT05104	Fundamentals of Local Government Administration	1	1	13	Core
MPT05105	Public Relations and Customer Care	1	1	11	Fundamental
BAT05210	Entrepreneurship	1	2	12	Fundamental
GST05210	Principles of Management	1	2	12	Fundamental
GST05212	Computer Applications	1	2	10	Fundamental
HRT05208	Fundamentals of Organization Behaviour	1	2	13	Core
HRT05210	Fundamentals of Organizational Psychology	1	2	13	Core

10 Modules

4.2.5 Technicians Certificate in Marketing and Public Relation

a)Purpose of qualification

This qualification is intended for a person who will perform routine and non-routine Marketing and Public Relations duties including basic marketing and sales, purchasing, accounting transactions, use computer applications to collect/retrieve, process and disseminate information

b)Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
BAT05102	Principles of Commerce	1	1	12	Core
GST05101	Business Communication and Office Practice	1	1	10	Fundamental
GST05102	Business Mathematics and Statistics	1	1	12	Fundamental
MPT05101	Principles of Marketing	1	1	16	Core
PLT05106	Procurement and Supply	1	1	12	Fundamental
ACT05201	Principles of Financial	1	2	11	Fundamental

Code	Module Title	Year	Semester	Credit	Category
	Management				
GST05208	Principles of Economics	1	2	10	Fundamental
GST05209	Computer Applications	1	2	12	Fundamental
GST05210	Principles of Management	1	2	12	Fundamental
MPT05207	Public Relations and Advertising	1	2	16	Core
10 Modules					

4.2.6 Technicians Certificate in Public Sector Accounting and Finance

a) Purpose of qualification

This qualification is intended for a person who will perform operational public sector accounting, local government and cooperative accounting duties including preparation of financial statements, simple payroll, and budget, perform bank reconciliation and use accounting computer packages to perform accounting tasks.

b) Summary of Modules - NTA Level 5

Code	Module Title	Year	Semester	Credit	Category
ACT05101	Book-keeping and Accounts	1	1	16	Core
BAT05103	Commercial Knowledge	1	1	15	Fundamental
GST05102	Business Mathematics and Statistics	1	1	10	Fundamental
GST05214	Communication Skills and Office Practice	1	1	8	Fundamental
PST05105	Introduction to Public Sector Accounting	1	1	14	Core
PST05106	Introduction to Public Assets Management and Valuation	1	1	11	Core
ACT05210	Principles of Auditing	1	2	10	Core
GST05105	Introduction to Economics	1	2	8	Fundamental
GST05209	Introduction to Computer Applications	1	2	10	Fundamental
PLT05210	Principles of Public Procurement and Supply Chain	1	2	11	Core
PST05207	Introduction to Public Finance and Taxation	1	2	14	Core
PST05208	Cooperative Accounting	1	2	12	Core
12 Modules					

4.2.7 Admission requirements

Minimum entry requirements:

- (i) Basic Technician Certificate in related programmes accompanied with at least four (4) passes (grade “D” or above) excluding religious subjects. OR
- (ii) Advanced Certificate of Secondary Education (ACSEE) with at least one principal pass and one subsidiary in relevant subjects excluding religious subjects.
- (iii) National Vocational Awards (NVA) level 3 accompanied with at least two passes at Ordinary Certificate of Secondary Education (CSEE) excluding religious subjects

4.2.8 Overall Structure and Programme Duration

The **NTA Level 5** curriculum consists of 10 to 12 modules that are spread over two semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

4.2.9 Assessment of Performance

In order to make genuine assessment of student’s performance, he/she must have attended at least 75 percent of the lectures.

Continuous Assessment	50
Final examination	50
Total	100
Pass Mark	50

A student must score at least 25 percent marks of the module coursework to be allowed to sit for semester examination and a minimum of 30 percent marks for each module in a semester examination. However, a student must pass at “C grade” and or above in at least three modules in the first semester in order to be allowed to register in the next semester.

4.2.10 Grading System

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1	80 – 100	A	EXCELLENT
2	65 – 79	B	GOOD
3	50 – 64	C	AVERAGE
4	40-49	D	POOR

S/N	SCORE RANGE	GRADE	DEFINITION
5	0 – 39	F	FAILURE

4.2.11 Classification of Awards

Grades for the different score ranges are assigned points as follows:

GRADE	GRADE POINTS
A	4
B	3
C	2
D	1
F	0

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS AWARD	CUMULATIVE GPA
FIRST CLASS	3.5 to 4.0
SECOND CLASS	3.0 to 3.4
PASS	2.0 to 2.9

4.3 Ordinary Diploma: NTA-Level 6

4.3.1 Ordinary Diploma in Accountancy

a) Purpose of qualification

This qualification is intended for a person who will perform non-routine accounting duties including preparation of financial statements, departmental budget, perform auditing, taxation and manage small enterprise

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
ACT06102	Principles of Taxation	2	1	12	Core
ACT06103	Principles of Cooperative Accounting	2	1	12	Core
ACT06104	Principles of Financial Accounting	2	1	14	Core
GST06104	Introduction to Business Law	2	1	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
GST06107	Principles of Management	2	1	10	Fundamental
ACT06206	Introduction to Cost Accounting	2	2	12	Core
ACT06208	Principles of Internal Audit and Control Systems	2	2	14	Core
ACT06209	Introduction to Financial Management	2	2	12	Core
ACT06210	Principles of Financial Reporting	2	2	14	Core
GST06211	Project Paper	2	2	10	Fundamental
GST06212	Principles of Marketing and Entrepreneurship	2	2	10	Fundamental
11 Modules					

4.3.2 Ordinary in Procurement and Logistics Management

a) Purpose of qualification

This qualification is intended for a person who will perform non-routine procurement and logistic duties including procuring goods, works and services, warehousing and distribution of goods, manage small enterprises and supervise subordinates.

b) Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
BAT06106	Introduction to Entrepreneurship	2	1	15	Fundamental
GST06104	Introduction to Business Law	2	1	10	Core
PLT06101	Public Procurement	2	1	15	Core
PLT06103	Procurement Contract Management	2	1	15	Core
PLT06104	Freight Forwarding	2	1	15	Core
ACT06207	Principles of Costing	2	2	14	Fundamental
GST06206	Principles of Economics	2	2	10	Fundamental
GST06208	Introduction to Principles of Management	2	2	10	Fundamental
GST06211	Project Paper	2	2	10	Fundamental
PLT06201	Introduction to Logistics Management	2	2	20	Core
PLT06202	Introduction to International Procurement	2	2	15	Core
11 Modules					

4.3.3 Ordinary Diploma in Business Administration

a) Purpose of qualification

This qualification is intended for a person who will perform non-routine business administration duties including collect and process data for/on business operations, assist in planning and preparing budgets at sectional or departmental level, supervise business operations and prepare periodic reports.

Summary of Modules - NTA Level 6

Code	Module Title	Year	Semester	Credit	Category
ACT06101	Business Accounting	2	1	12	Fundamental
BAT06102	Principles of Marketing	2	1	15	Core
BAT06107	Introduction to Production and Operations Management	2	1	10	Core
GST06104	Introduction to Business Law	2	1	10	Fundamental
PLT06105	Stores Administration and Inventory Control	2	1	15	Fundamental
ACT06209	Introduction to Financial Management	2	2	12	Fundamental
BAT06207	Introduction to Business Environment	2	2	12	Core
GST06206	Principles of Economics	2	2	12	Fundamental
GST06211	Project Paper	2	2	10	Fundamental
HRT06211	Introduction to Human Resource Management	2	2	10	Fundamental
MPT06208	Sales Management	2	2	12	Fundamental
11 Modules					

4.3.7 Admission Requirements

NTA Level 6 is open for holders of the NTA Level 5 qualifications only.

4.3.8 Overall Structure and Programme Duration

The **NTA Level 6** curriculum consists of ten to thirteen (10-13) modules that are spread over two semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations. Students shall be

allowed to register in the second semester after attempting at least three modules of the first semester.

4.3.9 Assessment of Performance

In order to make genuine assessment of student's performance, he/she must have attended at least 75 percent of the lectures.

Continuous Assessment	45
Final examination	55
Total	100
Pass Mark	45

A student must score at least 25 percent marks of the module coursework to be allowed to sit for semester examination and a minimum of 30 percent marks for each module in a semester examination. However, a student must pass at "C grade" and or above in at least three modules in the first semester in order to be allowed to register in the next semester.

4.3.10 Grading System

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1	75 – 100	A	EXCELLENT
2	65- 74	B+	VERY GOOD
3	55 – 64	B	GOOD
4	45 – 54	C	SATISFACTORY
5	35 – 44	D	POOR
6	0 – 34	F	FAILURE

4.3.11 Classification of Awards

Grades for different score ranges are assigned points as follows:

GRADE	GRADE POINTS
A	5
B+	4
B	3
C	2
D	1

F 0

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS AWARD	CUMULATIVE GPA
FIRST CLASS	4.4 to 5.0
UPPER SECOND CLASS	3.5 to 4.3
LOWER SECOND CLASS	2.7 to 3.4
PASS	2.0 to 2.6

An award shall be given to a candidate who satisfies the following conditions:

- a) Candidate must have successfully completed and passed all modules for which the award is to be made; and
- b) Candidate must have achieved the minimum cumulative Grade Point Average (GPA) equivalent to Pass, which will be calculated using the NACTE's Computation formula

$$\text{i.e. Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where **P** represents a grade point assigned to a letter grade scored by the candidates in a module and **N** represents the number of credits associated with the module.

4.4 DEGREE PROGRAMMES

Bachelor Degree Programmes comprise of two levels of study, Higher Diploma (NTA 7) and Bachelor Degree (NTA 8).

4.4.1 Bachelor Degree in Accounting (BAC)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:

- (i) Prepare and analyze corporate financial statements, perform taxation, internal and external audit duties.
- (ii) Manage corporate finance operations, human and physical resources, cost products, works and services.
- (iii) Conducting research and consultancy.

b) Purpose of qualification: NTA Level 8

This qualification is intended for a person who will prepare advanced financial statements, carryout audit and assurance services and manage international financial operations.

a)Summary of Modules - NTA Level 7

Code	Module Title	Year	Semester	Credit	Category
ACU07101	Principle of Financial Accounting	1	1	14	Core
GSU07101	Business Mathematics and Statistics	1	1	10	Fundamental
GSU07102	Business Information systems	1	1	12	Fundamental
GSU07103	Development Studies	1	1	9	Fundamental
GSU07108	Communication Skills	1	1	10	Fundamental
ACU07204	Public Sector Accounting	1	2	14	Core
ACU07205	Financial Accounting	1	2	14	Core
GSU07206	Quantitative Methods	1	2	12	Fundamental
GSU07207	Business Law	1	2	10	Fundamental
GSU07208	Principles of Economics	1	2	10	Fundamental
ACU07314	Financial Management	2	1	15	Core
ACU07315	Intermediate Financial Accounting	2	1	18	Core
ACU07319	Public Finance and Taxation	2	1	12	Core
GSU07303	Entrepreneurship and Marketing	2	1	8	Fundamental
PSU07312	Public Sector Financial Reporting	2	1	15	Fundamental
ACU07416	Cost Accounting	2	2	14	Core
ACU07423	Corporate Finance	2	2	14	Core
ACU07424	Auditing Theory and Practice	2	2	16	Core
GSU07401	Research Methodology and Consultancy	2	2	8	Fundamental
GSU07421	Managerial Economics	2	2	8	Fundamental
20 Modules					

b)Summary of Modules - NTA Level 8

Code	Module Title	Year	Semester	Credit	Category
ACU08101	Management Accounting	3	1	12	Core
ACU08102	Financial Reporting	3	1	15	Core
ACU08103	International Finance	3	1	15	Core
ACU08104	Corporate Governance and Social Responsibility	3	1	10	Core
GSU08102	Management Principles	3	1	10	Fundamental
ACU08202	Corporate Reporting	3	2	15	Core

Code	Module Title	Year	Semester	Credit	Category
ACU08203	Advance Public Finance and Taxation	3	2	12	Core
ACU08205	Performance Management	3	2	12	Core
ACU08206	Auditing and Assurance Services	3	2	10	Core
GSU08212	Project Paper	3	2	15	Core
PLU08204	Public Procurement	3	2	10	Fundamental
11 Modules					

4.4.2 Bachelor Degree in Procurement and Logistics Management (BPLM)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:

- (i) Perform broad range of complex technical procurement and logistics activities including preparation of departmental budget, planning and management of inventory.
- (ii) Manage physical, human and financial resources.
- (iii) Conducting research and consultancy.

b) Purpose of qualification: NTA Level 8

This qualification is intended for a person who will perform wide and unpredictable management of national and international procurement and logistics activities, formulation of policies and resolution of disputes.

Summary of Modules - NTA Level 7

Code	Module Title	Year	Semester	Credit	Category
ACU07102	Financial Accounting	1	1	10	Fundamental
GSU07101	Business Mathematics and Statistics	1	1	10	Fundamental
GSU07103	Development Studies	1	1	9	Fundamental
GSU07108	Communication Skills	1	1	10	Fundamental
PLU07101	Procurement Principles & Practices	1	1	14	Core
PLU07207	Legal aspect of Procurement	1	2	12	Core
GSU07208	Principles of Economics	1	2	10	Fundamental
MPU07205	Marketing Management	1	2	10	Fundamental
PLU07203	Stores Operations	1	2	15	Core
PLU07205	Transportation and Distribution Management	1	2	12	Core
ACU07318	Cost and Management Accounting	2	1	10	Fundamental
GSU07301	Information Systems	2	1	10	Fundamental
PLU07302	Warehouse Management	2	1	15	Core

Code	Module Title	Year	Semester	Credit	Category
PLU07303	Freight Forwarding	2	1	10	Core
PLU07304	Logistics Management	2	1	12	Core
ACU07421	Financial Management	2	2	12	Fundamental
GSU07401	Research Methodology and Consultancy	2	2	10	Fundamental
GSU07402	Quantitative Methods	2	2	10	Fundamental
PLU07401	Inventory Management	2	2	10	Core
PLU07419	Public Procurement	2	2	18	Core
20 Modules					

a) Summary of Modules - NTA Level 8

Code	Module Title	Year	Semester	Credit	Category
GSU08102	Management Principles	3	1	10	Fundamental
PLU08101	Procurement Management	3	1	15	Core
PLU08102	International Procurement	3	1	15	Core
PLU08103	Production & Operations Management	3	1	15	Core
PLU08104	Supply Chain Management	3	1	15	Core
PLU08106	Procurement Negotiation Skills	3	1	12	Core
BAU08207	Entrepreneurship and Innovation	3	2	10	Fundamental
GSU08212	Project Paper	3	2	15	Core
PLU08202	Procurement & Supplies Audit	3	2	15	Core
PLU08203	E-Procurement and E-Logistics	3	2	15	Core
11 Modules					

4.4.3 Bachelor Degree in Business Administration (BBA)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will perform broad range of complex technical administrative business activities, manage resources as well as conduct research and consultancy.

b) Purpose of qualification: - NTA Level 8

This qualification is intended for a person who will perform Business Management and Administration duties including formulation of policies, project appraisal, preparation of strategic plans and manage business contracts

c) Summary of Modules - NTA Level 7

Code	Module Title	Year	Semester	Credit	Category
GSU07101	Business Mathematics and Statistics	1	1	10	Fundamental
GSU07103	Development Studies	1	1	10	Fundamental

Code	Module Title	Year	Semester	Credit	Category
GSU07107	Principles of Management	1	1	12	Fundamental
GSU07108	Communication Skills	1	1	10	Fundamental
GSU07109	Business Environment	1	1	9	Fundamental
ACU07209	Financial Accounting	1	2	10	Fundamental
GSU07207	Business Law	1	2	10	Fundamental
GSU07208	Principles of Economics	1	2	12	Fundamental
MPU07202	Marketing Management	1	2	14	Fundamental
PLU07210	Procurement and Supply Techniques	1	2	10	Fundamental
BAU07313	Management Information System	2	1	10	Core
GSU07314	Research Methodology and Consultancy	2	1	8	Fundamental
GSU07318	Quantitative Methods	2	1	9	Fundamental
HRU07315	Organisational Behaviour	2	1	11	Fundamental
HRU07317	Human Resources management	2	1	14	Fundamental
ACU07421	Financial Management	2	2	9	Fundamental
ACU07422	Risk Management	2	2	14	Fundamental
BAU07402	Business Leadership	2	2	14	Core
BAU07419	International Business	2	2	14	Core
BAU07425	Business Organisation Management	2	2	14	Core
20 Modules					

d) Summary of Modules - NTA Level 8 (Third year)

Code	Module Title	Year	Semester	Credit	Category
BAU08101	Strategic Management	3	1	10	Fundamental
BAU08102	Marketing Research	3	1	10	Core
BAU08103	Business Contract management	3	1	10	Core
BAU08104	Operations Management	3	1	12	Core
BAU08105	Service Marketing	3	1	12	Core
BAU08201	E-Business Strategies	3	2	10	Core
BAU08208	Project Management	3	2	8	Core
BAU08209	Entrepreneurship	3	2	9	Core
BAU08210	Management Control System	3	2	9	Core
GSU08103	Business Ethics and Good Governance	3	2	10	Fundamental
11 Modules					

4.4.4 Bachelor Degree in Human Resource Management (BHRM)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will perform human resource management activities including preparation of departmental budget, human resource plan, training programme and management of performance appraisal systems.

b) Purpose of qualification: NTA Level 8

This qualification is intended for a person who will perform Human Resource Management duties including formulating policies, appraising projects, preparing strategic plans and managing Occupational Health and Safety programs, Nationally and Internationally.

c) Summary of Modules - NTA Level 7

Code	Module Name	Year	Semester	Credit	Category
HRU07101	Human Resource Management	1	1	13	Core
GSU07103	Development Studies	1	1	9	Fundamental
GSU07104	Communication Skills	1	1	10	Fundamental
BAU07103	Principles and Practice of Management	1	1	12	Core
BAU07102	Administrative Law	1	1	10	Core
GSU07102	Business Information system	1	1	12	Fundamental
HRU07203	Local Government Administration	1	2	12	Core
HRU07204	Organizational Psychology	1	2	12	Core
ACU07206	Financial Accounting	1	2	10	Fundamental
GSU07208	Principles of Economics	1	2	10	Fundamental
GSU07201	Business Mathematics and Statistics	1	2	10	Fundamental
ACU07317	Principles of Financial Management	2	1	8	Fundamental
BAU07301	Public Service Delivery	2	1	14	Fundamental
HRU07301	Organizational Development	2	1	14	Core
HRU07302	Human Resource Consultancy	2	1	14	Core
HRU07318	Advanced Human Resources Management	2	1	14	Core
GSU07403	Social Science Research	2	2	8	Fundamental
HRU07401	Organization Behaviour	2	2	14	Core
HRU07402	Office Practice and Record Management	2	2	14	Core
HRU07420	Industrial Relations and labour Law	2	2	14	Core
HRU07421	Principles and Practice of Human Resources Management Planning	2	2	14	Core
21 Modules					

d) Summary of Modules - NTA Level 8 (Third year)

Code	Module Name	Year	Semester	Credit	Category
GSU08104	Decision Making Techniques	3	1	12	Core
HRU08101	Human Resource Training and Development	3	1	13	Core
HRU08102	Performance Management	3	1	12	Core
HRU08103	Human Resource Information System	3	1	12	Core
HRU08105	Strategic Human Resource Management	3	1	12	Core
GSU08202	Managerial Economics	3	2	10	Fundamental
GSU08205	Project Management	3	2	10	Fundamental
GSU08206	Public Policy	3	2	10	Core
GSU08207	Occupational Health and Safety Services	3	2	10	Core
GSU08212	Project Paper	3	2	15	Core
HRU08206	International Human Resource Management	3	2	12	Core
11 Modules					

4.4.5 Bachelor Degree in Marketing and Public Relations (BMPR)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:

- (i) Perform broad range of complex technical marketing and public relations activities including applying Marketing management and consumer behaviour skills
- (ii) Manage Events and Public Relations
- (iii) Conducting Advertising and promotion as well as research and consultancy.

b) Purpose of qualification: NTA Level 8

This qualification is intended for a person who will perform a wide range of strategic managerial duties including: - Managing Crisis, handling corporate public relations issues, service marketing, national and international marketing and managing organization resources.

c) Summary of Modules - NTA Level 7

Code	Module Name	Year	Semester	Credit	Category
GSU07101	Communication skills	1	1	10	Fundamental
GSU07102	Business Mathematics and Statistics	1	1	12	Fundamental
GSU07103	Development Studies	1	1	9	Fundamental
MPU07104	Public Relations Writing	1	1	12	Core

Code	Module Name	Year	Semester	Credit	Category
MPU07105	Marketing Management	1	1	14	Core
MPU 07206	Events and Campaign Management	1	2	13	Core
MPU07207	Business and Media Law	1	2	12	Core
MPU07208	Customer Relationship Management	1	2	12	Core
GSU07209	Principles of Management	1	2	12	Fundamental
MPU07210	Consumer Behaviour	1	2	12	Core
GSU07314	Research Methodology and Consultancy	2	1	8	Fundamental
GSU07315	Entrepreneurship	2	1	21	Fundamental
HRU07315	Organisational Behaviour	2	1	11	Core
MPU07419	Consumer Behaviour	2	1	12	Core
MPU07420	Media Relations	2	1	11	Core
GSU07416	Business Information Technology	2	2	8	Fundamental
GSU07417	Principles of Economics	2	2	2	Fundamental
HRU07419	Human Resource Management	2	2	2	Fundamental
MPU07422	Advertising and Promotion	2	2	14	Core
MPU07423	Events Management	2	2	16	Core
22 Modules					

d) Summary of Modules - NTA Level 8

Code	Module Name	Year	Semester	Credit	Category
GSU08101	Strategic Management	3	1	8	Fundamental
GSU08105	Business Ethics & Corporate Social Responsibility	3	1	10	Fundamental
MPU08102	Marketing Research	3	1	12	Core
MPU08103	Corporate Public Relations	3	1	12	Core
MPU08105	Service Marketing	3	1	12	Core
ACU08208	Financial Management	3	2	8	Fundamental
GSU08212	Project Paper	3	2	8	Fundamental
MPU08205	Sales & Retail Management	3	2	12	Core
MPU08207	Contemporary Issues in Marketing and Public Relations	3	2	10	Core
11 Modules					

4.4.6 Bachelor Degree in Public Sector Accounting and Finance (BPSAF)

a) Purpose of qualification: NTA Level 7

This qualification is intended for a person who will:

- a) Prepare and analyze Public Sector, Cooperative and corporate financial statements, perform taxation, internal and external audit duties.
- b) Manage corporate finance operations, Public policy, human and physical resources, cost products work and services.

b) Purpose of qualification: NTA Level 8

This qualification is intended for a person who will prepare Public Sector advanced financial statements, carryout audit and assurance services and manage international financial operations

c) Summary of Modules - NTA Level 7

Code	Module Name	Year	Semester	Credit	Category
ACU07105	Introduction to Financial Accounting	1	1	19	Core
GSU07101	Business Mathematics and Statistics	1	1	10	Fundamental
GSU07103	Development Studies	1	1	10	Fundamental
GSU07104	Communication Skills and Report Writing	1	1	8	Fundamental
PSU07102	Information Technology and Computerized Accounting	1	1	10	Fundamental
PSU07104	Public Sector Accounting	1	1	24	Core
ACU07210	Financial Accounting	1	2	24	Core
GSU07207	Business Law	1	2	10	Fundamental
GSU07208	Principles of Economics	1	2	10	Fundamental
PSU07210	Public Finance and Taxation	1	2	14	Core
PSU07211	Public Sector Auditing and Control Systems	1	2	16	Core
PSU07212	Corporate Governance and Social Responsibility	1	2	20	Core
ACU07311	Corporate Finance	2	1	19	Core
ACU07312	Taxation	2	1	20	Core
GSU07303	Entrepreneurship and Marketing	2	1	10	Fundamental
GSU07313	Operational Research	2	1	13	Fundamental
GSU07314	Research Methodology and Consultancy	2	1	22	Fundamental
PSU07313	Public Assets Management and Valuation	2	1	10	Core
ACU07416	Cost Accounting	2	2	20	Core
ACU07417	Intermediate Financial	2	2	30	Core

Code	Module Name	Year	Semester	Credit	Category
	Accounting				
ACU07419	Advanced Taxation	2	2	15	Core
ACU07422	Risk Management	2	2	14	Core
PLU07417	Public Procurement	2	2	10	Fundamental
PSU07411	Intermediate Public Sector Accounting	2	2	21	Core
24 Modules					

d) Summary of Modules - NTA Level 8

Code	Module Name	Year	Semester	Credit	Category
ACU08103	International Finance	3	1	15	Core
ACU08105	Advanced Financial Accounting	3	1	15	Core
GSU08102	Management Principles	3	1	10	Fundamental
HRU08105	Strategic Human Resource Management	3	1	12	Fundamental
HRU08107	Public Service Management	3	1	9	Core
PSU08101	Resources Governance in Local Government Authorities	3	1	11	Core
ACU08206	Auditing and Assurance Services	3	2	10	Core
ACU08207	Management Accounting	3	2	15	Core
GSU08212	Project Paper	3	2	8	Fundamental
PSU08208	Advanced Local Government Accounting & Reporting	3	2	10	Core
PSU08209	Advanced Public Sector Accounting & Reporting	3	2	11	Core
PSU08210	Contemporary Issues on Public Sector Accounting	3	2	10	Core
PSU08211	Public Policy and Programme Evaluation	3	2	16	Core
12 Modules					

4.4.7 Admission Requirements for NTA Level 7

A. FORM SIX QUALIFICATIONS

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points
1.	Bachelor Degree in Accounting	TA001	Two principal passes in the following subjects: Accountancy, Economics, Mathematics, Geography, Physics, Biology, Chemistry, Commerce, Agriculture, English, History, literature, French, Arabic or Kiswahili. An applicant must have a subsidiary pass in Advanced Mathematics/ Basic Applied Mathematics at A-Level or a minimum of “ D ” grade in Mathematics at O-Level	4.0
2.	Bachelor Degree in Procurement and Logistics Management	TA002	Two principal passes in the following subjects: Accountancy, Economics, Mathematics, Geography, Physics, Biology, Chemistry, Commerce, Agriculture, English, History, literature, French, Arabic or Kiswahili. An applicant must have a subsidiary pass in Advanced Mathematics/ Basic Applied Mathematics at A-Level or a minimum of “ D ” grade in Mathematics at O-Level	4.0
3.	Bachelor Degree in Human Resource Management	TA003	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced, Mathematics, Agriculture, Computer Science or Nutrition.	4.0
4.	Bachelor Degree in Business Administration	TA004	Two principal passes in the following subjects: Accountancy, Economics, Mathematics, Geography, Physics, Biology, Chemistry, Commerce or Agriculture, History, English, literature, French, Arabic or Kiswahili.	4.0

S/N	Programme	Code	Admission Requirements	Minimum Institutional Admission Points
5.	Bachelor Degree in Public Sector Accounting and Finance	TA005	Two principal passes in the following subjects: Accountancy, Economics, Mathematics, Geography, Physics, Biology, Chemistry, Commerce, Agriculture, English, History, literature, French, Arabic or Kiswahili. An applicant must have a subsidiary pass in Advanced Mathematics/ Basic Applied Mathematics at A-Level or a minimum of “D” grade in Mathematics at O-Level	4.0
6.	Bachelor Degree in Marketing and Public Relations	TA006	Two principal passes in the following subjects: History, Geography, Kiswahili, English Language, French, Arabic, Fine Art, Economics, Commerce, Accountancy, Physics, Chemistry, Biology, Advanced Mathematics, Agriculture, Computer Science or Nutrition	4.0

B.EQUIVALENT QUALIFICATIONS

S/N	Programme	Code	Admission Requirements
1.	Bachelor Degree in Accounting	TA001	Diploma in Accounting, Finance, Banking, Statistics, Local Government Accounting, Business Administration, Economics, Tax, Insurance, Procurement and Logistics Management or Education in Business Studies with an average of “B” or a minimum GPA of 3.0. With at least four passes in non-religious subjects at O-Level
2.	Bachelor Degree in Procurement and Logistics Management	TA002	Diploma in Accounting, Finance, Business Administration, Economics, Tax, Procurement and Logistics Management, Insurance, Library, Shipping and Logistics, Clearing and Forwarding or Education in Business Studies with an average of “B” or a minimum GPA of 3.0. With at least four passes in non-religious subjects at O-Level.

S/N	Programme	Code	Admission Requirements
3.	Bachelor Degree in Human Resource Management	TA003	Diploma in Human Resource Management, Community Development, Secretarial Studies, Law, Tourism, Labour Law, Local Government Administration, Journalism, Planning, Library, Information Studies, Gender and Development, Youth Work, Marketing, Procurement, International Relations, Diplomacy, Social Work, Sociology, Records Management, Public Administration or Education with an average of “B” or a minimum GPA of 3.0. With at least four passes in non-religious subjects at O-Level
4.	Bachelor Degree in Business Administration	TA004	Diploma in Human Resource Management, Accountancy, Business Administration, Finance, Banking, Community Development, Computer Science, Economics, Medicine, Law, Statistics, Planning, Social Work, Taxation, Insurance, Journalism, Information Technology, Library, Procurement and Logistics Management, Marketing, Entrepreneurship. Records Management, Public Administration or Education with an average of “B” or a minimum GPA of 3.0. With at least four passes in non-religious subjects at O-Level
5.	Bachelor Degree in Public Sector Accounting and Finance	TA005	Diploma in Accounting, Finance, Banking, Statistics, Local Government Accounting, Business Administration, Economics, Taxation, Insurance, Procurement and Logistics Management or Education in Business Studies with an average of “B” or a minimum GPA of 3.0. With at least four passes in non-religious subjects at O-Level
6.	Bachelor Degree in Marketing and Public Relations	TA006	Diploma in Business Administration, Marketing, Procurement and Logistics Management, Journalism, Planning, Library, Information Technology, Records Management, Local Government Administration, Public Relation, Mass Communication, Youth Development Work, Finance, Industrial Relations, Tourism, Hotel Management, Computer Science, International Relations and Diplomacy, Secretarial Studies, Human Resource Management or Education in Business Studies with an average of “B” or a minimum GPA of 3.0. With at least four passes in non-religious subjects at O-Level.

4.4.7 Admission Requirements for NTA Level 8

NTA Level 8

The NTA Level 8 is open for holders of the NTA Level 7 qualifications only.

4.4.8 Overall Structure and Programme Duration

a) NTA Level 7

The **NTA Level 7** contain a number of modules which vary from one programme to another and are spread over four semesters in two academic years. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

b) NTA Level 8

The **NTA Level 8** contain a number of modules which vary from one programme to another and are spread into two semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

4.4.9 Assessment of Performance

In order to make genuine assessment of student's performance, he/she must have attended at least 75% of the lectures.

Continuous Assessment	40
Final examination	60
Total	100
Pass Mark	40

A student must score at least 25% marks of the module coursework to be allowed to sit for semester examination and a minimum of 30% marks for each module in a semester examination. However, a student must pass at "C grade" and or above in at least three modules in the first semester in order to be allowed to register in the next semester.

4.4.10 Grading System

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1	70 – 100	A	EXCELLENT
2	60 – 69	B+	VERY GOOD
3	50 – 59	B	GOOD
4	40 – 49	C	SATISFACTORY
5	35 – 39	D	POOR

6

0 – 35

F

FAILURE

4.4.11 Classification of Awards

Grades for the different score ranges are assigned points as follows:

GRADE	GRADE POINTS
A	5
B+	4
B	3
C	2
D	1
F	0

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS AWARD	CUMULATIVE GPA
FIRST CLASS	4.4 to 5.0
UPPER SECOND CLASS	3.5 to 4.3
LOWER SECOND CLASS	2.7 to 3.4
PASS	2.0 to 2.6

An award shall be given to a candidate who satisfies the following conditions:

- Candidate must have successfully completed and passed all modules for which the award is to be made; and
- Candidate must have achieved the minimum cumulative Grade Point Average (GPA) equivalent to pass.

5.0 COMPUTATION OF CUMULATIVE GPA FOR ALL PROGRAMMES

- The GPA of all programmes (NTA levels 4-8) will be computed by using the NACTE

Computation formula

$$\text{i.e. Cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N}$$

Where **P** represents a grade point assigned to a letter grade scored by the candidates in a module and **N** represents the number of credits associated with the module.

- b) The Grade Point Average (GPA) shall be computed and truncated to single decimal point only.

6.0 POSTGRADUATE PROGRAMMES

a) General Purpose of the Programme

The general purposes of the programme are to:

- (i) Develop analytical skills to a level commensurate with strategic decision- making.
- (ii) Promote critical thinking and a strategic perspective in Accounting, Financial Management, Business Administration, Project Planning Management and Procurement and Logistic Management.
- (iii) Cultivate competence in Accounting, Financial Management, Business Administration, Project Planning Management and Procurement and Logistic Management fields.

b) Summary of Modules – Postgraduate Diploma in Accounting (PGDA)

Code	Module Name	Year	Semester	Credit	Category
ACC410	Performance Management	1	1	10	Core
ACC411	Financial Accounting	1	1	10	Core
ACC412	Auditing Principles and Practice	1	1	10	Core
ACC413	Public Finance and Taxation	1	1	10	Core
ACC414	Financial Management	1	1	10	Core
ACC425	Management Governance and Ethics	1	2	10	Core
ACC426	Corporate Reporting	1	2	10	Core
ACC427	Auditing and Assurance	1	2	10	Core
ACC428	Business and Corporate Finance	1	2	10	Core
ACC429	Public Finance and Taxation II	1	2	10	Core
10 Modules					

c) Summary of Modules – Postgraduate Diploma in Procurement and Logistics Management (PGDPLM)

Code	Module Name	Year	Semester	Credit	Category
BAM403	Entrepreneurship	1	1	10	Fundamental
PLM401	Public Procurement	1	1	10	Core
PLM402	Inventory Management	1	1	10	Core
PLM404	Procurement Contract Management	1	1	10	Core

PLM405	International Logistics & Transport	1	1	10	Core
MGT421	Research Methodology & Consultancy	1	2	10	Fundamental
PLM422	Supply Chain Risk Management	1	2	10	Core
PLM423	Strategic Procurement	1	2	10	Core
PLM424	Supply Chain Management	1	2	10	Core
PLM425	Procurement and Supplies Audit	1	2	10	Core
10 Modules					

d) Summary of Modules - Postgraduate Diploma in Project Planning and Management (PGD-PPM)

Code	Module Name	Year	Semester	Credit	Category
PFM101	Corporate Finance Planning	1	1	10	Core
PFM102	Investment Analysis and Portfolio Management	1	1	10	Core
MGT101	Managerial Economics	1	1	10	Fundamental
MGT102	Quantitative Techniques for Finance	1	1	10	Fundamental
MGT103	Business Research Methods	1	1	10	Core
PFM201	Financial Markets and Institutions	1	2	10	Core
PFM202	Financial Reporting and Analysis	1	2	10	Core
PFM203	Public Finance and Taxation	1	2	10	Core
ACC201	Ethics, Governance and Accountability	1	2	10	Core
MGT202	Strategic Management	1	2	10	Fundamental
MGT203	Dissertation	1	2	15	Core
12 Modules					

e) Summary of Modules - Postgraduate Diploma in Business Administration (PGD-BA)

Code	Module Name	Year	Semester	Credit	Category
MGT410	Research Methodology	1	1	10	Fundamental
ACC411	Financial Accounting	1	1	10	Fundamental
MGT412	Business Law	1	1	10	Core
MGT413	Human Capital Management	1	1	10	Fundamental

Code	Module Name	Year	Semester	Credit	Category
PSM414	Procurement and supply management	1	1	10	Core
MGT415	Management Information System	1	1	10	Fundamental
MGT426	Strategic Management	1	2	10	Core
PSM427	Production and operation Management	1	2	10	Core
ACC428	Business Ethics and Corporate Governance Financial Management	1	2	10	Core
PMP429	Marketing Management	1	2	10	Core
MGT430	Economic Planning	1	2	10	Fundamental
MGT431	Research Paper	1	2	15	Fundamental
13 Modules					

f) Summary of Modules - Postgraduate Diploma in Financial Management (PGDFM)

Code	Module Name	Year	Semester	Credit	Category
MGT410	Research Methodology	1	1	10	Fundamental
ACC411	Financial Accounting	1	1	10	Fundamental
MGT412	Business Law	1	1	10	Core
MGT413	Human Capital Management	1	1	10	Fundamental
PSM414	Procurement and supply management	1	1	10	Core
MGT415	Management Information System	1	1	10	Fundamental
MGT426	Strategic Management	1	2	10	Core
PSM427	Production and operation Management	1	2	10	Core
ACC428	Business Ethics and Corporate Governance Financial Management	1	2	10	Core
PMP429	Marketing Management	1	2	10	Core
MGT430	Economic Planning	1	2	10	
MGT431	Research Paper	1	2	15	Fundamental
12 Modules					

6.1 Assessment of Performance

A student must score at least 25% marks of the module coursework to be allowed to sit for semester examination and a minimum of 30% marks for each module in a semester

examination. However, a student must pass at “B” grade” and or above in at least three modules in the first semester in order to be allowed to register in the next semester.

In order to make genuine assessment of student’s performance, he/she must have attended at least 75% of the lectures.

6.2 Grading System

Marks will be awarded out of 100 per cent. The marks so obtained from different assessment components will be graded as follows:

S/N	SCORE RANGE	GRADE	DEFINITION
1	70 – 100	A	EXCELLENT
2	60 – 69	B+	VERY GOOD
3	50 – 59	B	GOOD
4	0 – 49	F	FAILURE

6.3 Classification of Awards

Grades for the different score ranges are assigned points as follows:

GRADE	GRADE POINTS
A	5
B+	4
B	3

The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS AWARD	CUMULATIVE GPA
A	5.0 to 5.0
B+	4.0 to 4.9
B	3.0 to 3.9

6.4 Admission Requirements (Minimum entry requirements)

6.4.1 Postgraduate Diploma in Accounting (PGDA)

- (i) Possession of Bachelor Degree or Advanced Diploma in Accountancy, Finance, Business, Administration or Procurement and Logistics Management from any reputable institution
OR
- (ii) NBAA CPA Intermediate Stage

6.4.2 Postgraduate Diploma in Procurement and Logistics Management (PGDPLM)

- (i) Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions
OR
- (ii) PSPTB CPSP Intermediate stage

6.4.3 Postgraduate Diploma in Financial Management (PGD-FM)

- (i) Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions
OR
- (ii) PSPTB CPSP Intermediate stage

6.4.4 Postgraduate Diploma in Business Administration (PGD-BA)

Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions

6.4.5 Postgraduate Diploma in Project Planning and Management (PGD-PPM)

Possession of Bachelor Degree or Advanced Diploma qualifications from reputable institutions

6.5 Overall Structure and Programme Duration

Postgraduate programmes curriculum consists of nine to ten (9-10) modules that are spread over two semesters in one academic year. Each module is to be covered in one semester of seventeen (17) weeks of which two are for examinations.

6.6 Computation of Cumulative GPA for Post graduate Diploma

The final standing of a candidate will be determined by a weighted average for all subjects taken.

7.0 RESEARCH & CONSULTANCY

A part from offering academic programmes, our Institute undertakes research in Accountancy, Procurement and Logistics, Business Administration, Human Resources Management, Public Sector Accounting & Finance, Marketing & Public Relations and other business related fields. Our Institute offers consultancy services in areas of writing and updating Accounting Books, Stocktaking, writing of Stores and Purchasing Procedures manuals, Small Business Establishment and Tax related issues. The Institute also conducts both local and international tailor made courses, short courses, seminars and workshops.

8.0 GENERAL INFORMATION

8.1 Admission and Registration Procedures

8.1.1 Admission of Students

TIA programmes are open to both local and foreign applicants. Applicants are required to meet minimum qualifications for the applied programme.

8.1.2 Admission Process

a)Certificate, Diploma, Degree and Postgraduate Programmes

The Institute invites applications for admission to its various programmes from January to August. Applicants for Bachelor Degree Programmes channel their applications directly to the institute through online application while applicants for Basic Technician certificate, Diploma and Postgraduate Diploma programmes can either apply directly to the institute through online application or by filling application forms.

b)Short Courses

Short Course applicants have to fill forms depending on the date(s) and venue as it will be shown in the short course advertisement.

8.1.3 Academic Documents

Confirmation of admission is conditional upon satisfactory verification of the academic qualifications of each student. Students' registration involves a thorough check of academic documents. Only original certificates and academic transcripts are accepted during registration.

8.1.4 Medical Examination

A candidate is required to be examined by a recognized Medical Officer and its medical report be brought to the Institute for admission purpose.

8.1.5 Immigration Formalities

Foreign applicants must secure their Residence Permit from the Director of Immigration Services, Tanzania.

8.1.6 Transfer of Students

Transfer of students will be considered as per NACTE and TCU guidelines and calendar. Consideration and transfer approval will depend on availability of slots and possession of programme specific minimum entry requirements.

8.1.7 Mode of Application

Applicants can apply into programmes of their choice by either conducting online application via online application link provided in TIA website or filling application forms which can be obtained in website or by visiting any campus.

Applications are done after advertisement of training opportunities as per admission calendar communicated by TCU for bachelor degree and Post Graduate Programmes and NACTE for Basic Technician Certificate and Diploma programmes. March intake applications are normally conducted from January to March while September intake applications are conducted between June and October for respective academic years.

8.2 Fee Structure

Fee is payable in two installments, seventy percent (70%) shall be paid in the first semester; the remaining thirty percent (30%) shall be paid in the second semester. **Fee once paid shall not be refunded.**

8.2.1 Fee Structure For Basic Technician Certificates and Diploma Programmes for Academic Year 2020/2021

ITEMS	BASIC CERTIFICATES	DIPLOMA	
	Year One	First Year	Second Year
	TZS.	TZS.	TZS.
TUITION FEE	890,000	990,000	990,000
REGISTRATION FEE	50,000	50,000	25,000
NACTE QUALITY ASSURANCE FEE	15,000	15,000	15,000
PROVISIONAL/STATEMENT OF RESULTS/TRANSCRIPT COSTS	20,000	20,000	20,000
NHIF FEE (Mandatory)	50,400	50,400	50,400
GRADUATION COST	25,000	25,000	25,000
STUDENTS ORGANIZATION FEE	10,000	10,000	10,000

Foreign students' total fees are US\$. 700 p.a. for Certificate and US\$. 800 p.a. for Diploma Programmes. The amount does not include NHIF fee of TZS. 50,400/=

8.2.2 Fee Structure for Degree Programmes Academic Year 2020/2021

ITEMS	DEGREE PROGRAMMES			
	Course	First year TZS.	Second year TZS.	Third year TZS.
TUITION FEE	BAC	1,340,000	1,140,000	1,340,000
	BPLM	1,240,000	1,040,000	1,240,000
	BBA	1,240,000	1,040,000	1,240,000
	BHRM	1,240,000	1,040,000	1,240,000
	BPSAF	1,240,000	1,040,000	1,240,000
	BMPR	1,240,000	1,040,000	1,240,000
REGISTRATION FEE		50,000	25,000	20,000
NACTE QUALITY ASSURANCE FEE		20,000	20,000	20,000
PROVISIONAL/STATEMENT OF RESULTS/TRANSCRIPT COSTS		20,000	20,000	20,000
GRADUATION GOWN COST		-	-	40,000
STUDENTS ORGANIZATION FEE		10,000	10,000	10,000
NHIF FEE (Mandatory)		50,400	50,400	50,400

Foreign students' total fees are US\$. 900 p.a. for Bachelor Degree Programmes. The amount does not include NHIF fee of TZS. 50,400/=

8.2.3 Fee Structure for Postgraduate Diploma Academic Year 2020/2021

ITEMS	AMOUNTS TZS.
TUITION FEE	1,840,000
REGISTRATION FEE	50,000
FIELD WORK PROJECT PAPER (PGD-PPM, PGD-BA, PGDFM)	200,000
PROVISIONAL/STATEMENT OF RESULTS/TRANSCRIPT COSTS	20,000
GRADUATION GOWN COST	40,000
STUDENTS ORGANIZATION FEE	10,000
NHIF FEE (Mandatory)	50,400

Foreign students' total fees are US\$. 1,300 p.a. for Postgraduate Programmes. The amount does not include NHIF fee of T.sh 50,400/=

8.2.4 Recommended Allowances Paid Direct to Students

ITEM	BASIC CERTIFICATE	DIPLOMA	BACHELOR	POST GRADUATE DIPLOMA
	TZS.	TZS.	TZS.	TZS.
BOOK ALLOWANCES	150,000	270,000	390,000	250,000
CALCULATORS	75,000	75,000	75,000	75,000
MEAL ALLOWANCES	2,500,000	2,500,000	2,500,000	5,000,000
FIELD WORK/PROJECT PAPER	-	200,000 (Dip) (Field work)	200,000 (Field work)	200,000 (Project paper)
FIELD ALLOWANCE	-	300,000	600,000	1,800,000
MEDICAL ALLOWANCE	150,000	150,000	150,000	150,000
ACCOMMODATION*				

*Hostels facilities are limited and payment will be done after one has acquired a room on the basis of first come first served. Accommodation fees TZS. 450,000.00 are payable at the beginning of each year in full for Dar es Salaam campus and TZS. 250,000.00 for Mbeya, Singida and Mtwara campuses. However, Kigoma and Mwanza Campuses accommodation arrangements need to be made by individual student. Annual accommodation fee once paid shall not be refunded.

8.3 Medical Services

Private and public health services to students and staff are available closer to TIA Campuses (Dar es Salaam, Mbeya, Singida, Mtwara, Mwanza and Kigoma). Serious cases are referred to District, Regional and Consultancy Hospitals. Students will access public health services using their health insurance

8.4 Training Facilities

8.4.1 The TIA Library

Each campus has a library with adequate text books, periodicals, journals and e-journals. However, students are encouraged to buy their own books where necessary. The libraries are open to all members of staff and registered students with identity cards during these hours:

- a) Monday – Fridays 8.00 a.m. to 09.00 p.m.
- b) Saturdays – 9.00 a.m. to 1.00 p.m.
- c) The library is closed on Sundays and Public Holidays.

8.4.2 Computer Laboratory

Computer laboratories have adequate computers which connected with internet (wireless technology) installed with basic professional software packages.

8.5 Sports and Recreation

The Institute has facilities for in-door games as well as other games such as football, volleyball basketball and netball. Students and staff are encouraged to participate in sports. All sports activities are supposed to be organized through the Sports-master.

8.6 Student Organization

Tanzania Institute of Accountancy Students Organization (TIASO) is the official recognized organization representing all students at the Institute. TIASO exists, in broad terms, to provide social, recreation and cultural activities, to coordinate and to voice collective wishes of its members (students), to negotiate with various authorities and promote the educational welfare and interest of its members. All TIASO activities are conducted in accordance to its constitutions.

8.7 HIV/AIDS PANDEMIC

Students are reminded that HIV/AIDS has no treatment. It is one's responsibility to ensure his/her health. However, TIA organizes awareness seminars to students for sensitization.

8.8 Catering Services

Cafeteria services are offered at the Institute and are open to the public, staff, and students on individual cost.

9.0 EXAMINATION REGULATIONS

9.1 Before examinations

Before examinations begin, the following must be observed

- a) Students must cross-check and confirm the correctness of his/her continuous assessment in the student information system.
- b) Complaints on continuous assessment must be reported to the respective course instructor. Where the course instructor fails to resolve such complaint, the student must appeal to the head of department. If the head of department fails to resolve the complaint, the student shall appeal to the Institution Academic Appeal Committee whose decision shall be final and conclusive.
- c) Academic Officers must provide pre-conditions and arrangements of examination to student.

9.2 Eligibility and Postponement of Examinations

9.2.1 Eligibility

The student shall be eligible for the Institute examination upon fulfilling the following:

- a) He /She must be fully registered,
- b) He/She must have paid prescribed fees in full,
- c) He/She must have completed continuous assessment,
- d) He/She must attain a minimum attendance of seventy five percent (75 percent) of all lectures and seminars for his/her course of study.

9.2.2 Postponement of Examination

For valid reasons, a student may postpone (in writing) end of semester examination/test/assignment either in part or in its entirety after securing permission from the Deputy Rector Academic, Research and Consultant /Campus Manager.

9.3 Conduct of Examinations

9.3.1 Before the examination

- a) An invigilator shall be appointed by letter from the responsible office to invigilate a specific examination.
- b) The appointed Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material at least thirty minutes before the examination.
- c) Invigilators should be present in the examination room at least thirty minutes before the examination starts.
- d) Invigilators should admit candidates fifteen minutes before the examination starts and ensure that candidates are at their right places.
- e) A candidate shall not be admitted into the examination room thirty (30) minutes after the commencement of the examination session.
- f) During fifteen minutes the invigilator shall: -
 - (i) Make an announcement to the effect that unauthorized materials are not allowed in the examination rooms.
 - (ii) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper
 - (iii) Announce to candidates that they are allowed to read the question paper for five minutes.
 - (iv) Announce to candidates when to begin writing.

9.3.2 During examination

- a) Invigilator (s) shall be the overall in charge of that examination room.
- b) Invigilator (s) must be in the examination room and invigilate throughout the examination session.
- c) Invigilator (s) may take any unauthorized material from a candidate and report to the chief invigilator for action.
- d) Invigilator (s) shall not be allowed to tear or write anything on a candidate's examination paper or answer script.
- e) Invigilator (s) shall not be allowed to practice double standards against examination rules and regulations.
- f) Invigilator (s) shall not shout or talk frequently in a manner that would disrupt candidates' examination concentration.

- g) Invigilator (s) shall not read newspaper (s), novels, electronic messages or internet surfing during invigilation session
- h) Invigilator (s) shall not be allowed to intimidate, coerce, scare, terrorize, bully, assault, beat or do any other act to embarrass or mortify or humiliate any candidate during examination.
- i) Candidates will be allowed into the examination rooms fifteen (15) minutes before the examination paper commences.
- j) No candidate shall begin the examination before being authorized by the invigilator
- k) No candidate shall continue the examination after being instructed to stop writing
- l) No candidate shall permit another candidate to copy from, or use one's script or paper
- m) No candidate shall distort or violate official examination sitting plan
- n) No candidate is allowed to refuse or fail to sign on invigilators report of facts in any irregularity discovered
- o) All candidates shall comply to examination regulations, rules, or instruction given by an invigilator
- p) It shall be an offense for any candidate to destroy any evidence related to any suspected irregularity
- q) No candidates shall be allowed to leave the examination rooms until thirty (30) minutes have elapsed from when the paper had begun.
- r) Candidates shall not be allowed to leave the examination rooms within the last thirty (30) minutes.
- s) A candidate leaving the examination room for any reason will only do so after obtaining permission from the Invigilator. An Invigilator or any other person selected for the purpose will escort such a candidate.
- t) No candidate shall be allowed to communicate with another candidate in the examination room.
- u) No candidate shall take into the examination room/hall in person or by agent any unauthorized material(s). It shall not be a defense to argue that one did not intend to use the unauthorized materials.
- v) No candidate shall omit, neglect or in any way fail to follow lawful instructions or orders issued by the invigilator.
- w) No candidate shall take out of examination room/hall answer booklet(s), used or unused.
- x) No candidate shall copy from any other candidate or exchange answers with another candidate in or outside the examination room/hall.
- y) No candidate shall aid and/or abet another candidate to copy from a script/booklet of another person.
- z) No candidate shall intimidate, coerce, scare, terrorize, bully, assault, beat or do any other act to embarrass or mortify or humiliate the invigilator(s) or any Institute official involved in the conduct of examination during the examination process.
- aa) No candidate shall scribble in the examination question paper except for candidate with disability where such scribing will be required.

- bb) No candidate shall indulge in any disruptive conduct including, but not limited to shouting, assault of another student/ candidate, using abusive language and/or threatening language, destruction of Institute's property or the property of another student/candidate during examination.
- cc) Any candidate, who is found guilty of the acts prohibited, shall be disqualified from continuing doing the examinations and shall be discontinued from studies forthwith, subject to the approval by the Academic Board.
- dd) No candidate shall dress suspiciously in the examination room. In case of any suspicion of cheating arising from candidate's way of dressing an invigilator may make such candidate to be searched to the satisfaction of the invigilator.
- ee) No candidate shall dress indecently or in a style that is capable of facilitating cheating in the examination.
- ff) Any candidate who contravenes roman number (xvi) shall be expelled from the relevant examination.
- gg) Candidates must observe serenity and maintain examination environment in the examination room. This includes not making conversation or any act causing distraction of attention to other candidates.
- hh) Candidates shall not be allowed to enter the examination room with mobile phones, alarm clocks and alarm watches.
- ii) Any candidate who will be found cheating or to have cheated in any part of the Examination will not be allowed to continue with examinations. The invigilator will get him/her out of the examination room and report the matter to the Chief Invigilator and shall be discontinued from studies pending the decision of the Academic Board.
- jj) Authorized examination numbers/registration numbers should be written on the examination cover and the subsequent pages in answer booklets. Candidates should not write in answer booklets the names, initials and/ or any other marks helping to distinguish one candidate from another.
- kk) If, owing to proven illness or some other acceptable reasons, a candidate is unable to sit for the examinations, he/she should consult the Deputy Rector Academic, Research and Consultant by official letter before the examination begins for appropriate decisions. In case of sudden illness during the examination, the candidate shall report to the Chief Invigilator who will communicate the issue to the Deputy Rector Academic, Research and Consultant/Campus manager.
- ll) While examination is in progress, each candidate will sign in the attendance sheet provided.
- mm) Smoking, drinking and/or eating is not permitted in the examination rooms.
- nn) Candidates should stop writing as soon as the Invigilator declares the examination over. This applies not only to writing of answers, but also filling in examination numbers or any other written work.
- oo) Candidates are obliged to carry into the examination room an authentic Institute student Identity and Examination cards and show them to the Invigilator at the entrance and at any time when Invigilator will deem fit.

9.4 Examination Irregularities

- a) Where there is commission, by a candidate, of any examination irregularities as per TIA Examination policies, regulations and conduct; invigilator in consultation with the chief invigilator shall stop the candidate from continuing with the respective examination. The chief invigilator shall report the matter to the academic officer for further action.
- b) All cases of alleged examination irregularities shall be referred to the chief invigilator who will submit the report of cases to the Deputy Rector Academic, Research and Consultant who will forward the cases to the Academic Board, for final action.
- c) Any candidate who will be proved to have brought unauthorized materials into the examination room or caught cheating or proved to have cheated in any part of the examination, shall be disqualified forthwith by the Deputy Rector Academic, Research and Consultant pending hearing of his/her case by the Academic Board by which its decision shall be conclusive and final
- d) Any candidate disqualified under examinations irregularities will be barred from re-joining the institute for two years.

9.5 Release and Complaints of Examination results

9.5.1 Release of examination results

Examination results will be released through Student Information System after the approval of Academic Board; and such results shall be uploaded in students' management system not later than **45 days from the last day of examination session.**

9.5.2 Complaint on examination results

Student (s) shall be allowed to raise any examination complaints within ten (10) working days after **the release of the examination results.**

9.6 Supplementary Examinations

9.6.1 Conditions for doing Supplementary Examinations

- a) A candidate who does not pass in the first attempt shall be allowed to sit for supplementary examinations provided that the number of modules he/she has failed in a semester does not exceed half of the modules.
- b) Where a student has passed by virtue of a supplementary examination, his/her results shall be recorded as a passing grade of "B" for Postgraduate and "C" for other programmes.
- c) Coursework shall not be considered in assessing supplementary examinations results.

9.6.2 Failure in supplementary examinations

In case a student fails in supplementary examination, the following rules shall apply;

- a) A student who fails in supplementary examination shall be allowed to proceed to next level carrying the failed module (s).
- b) A student, who fails any module in the final year of study, shall be required to attend lectures of the failed modules, do assignments/tests and pay TZS. 100,000/= per module for the period of study.

9.6 Circumstances under which a Student shall be discontinued

A student shall be discontinued by the Academic Board from any programme under the following academic irregularities:

- a) Any candidate who absents himself/herself from a final/special /supplementary examination without permission or without valid reason(s).
- b) If he/she fails in more than half of the modules in a semester. However, he/she will be allowed to repeat a semester in the subsequent academic year provided that he/she pays fifty percent (50%) of the programme's annual fee. The maximum period of registration is three, four and five years for a programme that takes one, two and three years respectively.

9.7 Circumstances under which a Student shall be disqualified

- a) If he /she is caught with unauthorized material (s) / cheating during an examination.
- b) If he /she is caught assisting to bring in unauthorized material(s) / cheating during an examination
- c) If he/she has been found to have joined the Institute illegally or registered illegally
- d) If he/she has breached students By-laws.
- e) If a candidate is found guilty of cheating in examinations, tests, assignments, and/or field work or project paper; and
- f) If a candidate is found guilty of plagiarism.

NB: A student disqualified from any programme by breaching students By-laws shall not be re-admitted to the same or any other programme at the Institute before the elapse of two years.

9.8 Special Examinations

- a) A student who does not sit for the regular examination paper, either in part or in their entirety, on health grounds, provided his/her condition is authenticated by a recognized medical practitioner, or because of other genuine reasons, shall be eligible to sit for a special examination.
- b) In all cases student/candidate shall communicate/apply in writing to the Head of Academic Department within five working days prior to the commencement of relevant examination. Late applications will only be considered in exceptional circumstances and must include a satisfactory explanation for the late submission. Any student, who is sick and nevertheless decides to write an examination, takes it at his/her own risk and he/she must abide by the results of the examination.

- c) When a student is allowed to sit for a special examination, he/she shall be considered to be attempting the examination for the first time and shall therefore be accorded all the rights provided for in the examination regulations.
- d) A student who fails in a special examination in part (iii) above is supposed to do supplementary examinations in the next academic year and shall not be allowed to continue to the next level.

NOTE:

- a) If a candidate for whatever reason(s) has not sat for semester examination shall not be allowed to continue to the following or next semester; where the examination is for semester II the candidate will not be allowed to continue to the next level.
- b) If a candidate for whatever reason(s) has not sat for supplementary examination shall not be allowed to continue to the next level.
- c) Any candidate who repeats a semester for whatever reason will be required to pay normal fee as indicated in TIA fee structure.

9.9 Postponement of Studies

No student is allowed to postpone studies after commencement of academic year, except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence for the reasons of postponement and producing a written approval from sponsor. A Student who has postponed studies shall be allowed to be away from studies for a maximum of two academic years if she/he is to be allowed for re-admission to the same year of study. Otherwise, the student will be required to re-apply afresh.

9.10 The Academic Appeals Committee

9.10.1 Institute Academic Appeal Committee

There shall be an Institution Academic Appeal Committee with powers to listen to student complaints concerning Examination matters.

9.10.2 Composition of the Institution Academic Appeals Committee

The committee shall be composed of five members appointed by Rector.

9.11 Appeals

9.11.1 Condition for Appeal

- a) Candidate (s) may appeal on the examination/test results upon fulfilling the following conditions:
 - (i) Filling in prescribed form accompanied by all relevant and substantive documents (if any) within ten working days (10) after the declaration of examination results.
 - (ii) All appeals shall be accompanied by a non-refundable appeal fee of fifty thousand only (TZS. 50,000/=) per Module for final examination and twenty thousand shillings (TZS. 20,000/=) per module for test results.

- (iii) The appeal fee is subject to review by the Institute from time to time without prior notice to students.
- b) Other appeals shall be considered by the Academic Board whose decision shall be final.

9.11.2 Procedures for conducting student's appeals

- a) The appeal shall be in writing addressed to the Deputy Rector Academic, Research and Consultant and copied to the committee stating clearly the grounds for appeal.
- b) The appellant shall lodge his/her appeal accompanied with relevant and substantive documents.
- c) Appellant shall pay prescribed appeal fee as determined by the Institute.
- d) Cases will be heard by the entire committee members. The Appeals committee shall conduct a formal hearing where students are given an opportunity to be heard.
- e) At the conclusion of the formal hearing, the Appeal committee shall enter an initial order based on the finding that hearing. That initial order shall include a written statement of the committee's decision to the Rector, whose decision is conclusive. The initial order shall be provided to the student within seven (7) days of the conclusion of the hearing.

9.12 Issuance of Progressive Reports, Graduation Requirements, Transcripts and Certificate

9.12.1 Rectification of error(s)

Any genuine complaints as to clerical, arithmetical, grammatical or any other errors shall be lodged to the Examination Officer/Academic Officer at any time and corrected certificates will be issued to students' semi-annually (June and December).

9.12.2 Issuing of Progressive Reports

Progressive reports shall be issued by Academic Officer/ Head of Academic department to students on request after 14 days from the date of release of semester examination results.

9.12.3 Graduation Requirements

- a) A student must pass all module examinations as set forth by assessment of performance standards.
- b) A student must fulfill all other requirements as prescribed by TIA rules and regulations.

9.12.4 Issuing Transcripts and Certificate

Transcripts and certificates shall be issued to students after date of graduation.

9.12.5 Loss of Certificate

In case of loss or total or partial destruction of the original certificate, or a copy thereof, the office of the **Deputy Rector Academic, Research and Consultant, may issue a copy on condition that: -**

- a) The applicant has paid certificate reproduction charges that shall be determined by the institute from time to time.
- b) The certificate so issued shall be marked "COPY" across it.
- c) The replaced certificate shall not be issued until a period of twelve months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the origin certificate or of a copy thereof.
- d) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form of manner in the applicant's home country or where the loss is believed to have taken place.
- e) Being aware of, and vigilant against, the use of unfair means;
- f) Communicating any problems/ incidents/ emergencies to the invigilator in charge of the examination;

10.0 STUDENTS RULES AND REGULATIONS

- a) It is prohibited for male students to enter female students' living cubicles and vice-versa without good course.
- b) It is strictly prohibited for students to welcome or entertain guests in living cubicles
- c) Drunkenness behavior is strictly prohibited. Any student found drunk and if his/her drinking behavior is likely to cause disturbance of peace, drastic disciplinary action will be taken which may include expulsion.
- d) Any student who destroys Institute's property or the property of another student shall be liable to fine to the extent of destruction caused;
- e) Student management System shall be used for Institutional stipulated purpose. Any violation to the system shall amount to disciplinary actions.
- f) Attendance and punctuality to classes are highly demanded by the Institute Administration.
- g) During the training period students are required to observe and maintain the laws of the country. Students who commit offenses will be taken care of by the law enforcing organs and the Institute Administration will not be bound to bail the culprits out of lawful custody.
- h) The use of mobile phones while classes are in progress is strictly prohibited.
- i) Students are at all times required to appear smart and according to TIA dressing codes.
- j) Students are supposed to take care of TIA properties. Loss or damage to Institute Properties are recoverable at replacement cost plus 75% penalty. Also, students are not allowed to remove any institute furniture from its assigned place
- k) Students wishing to precede home to attend urgent family affairs will be required to seek permission from the Deputy Rector Academic, Research and Consultant through Dean of Students.

NOTE:

These students' rules and regulation shall be read and applied together with all other relevant By-laws, regulations, rules and code of conduct governing students at TIA.

11.0 HOSTEL RULES AND REGULATIONS

- a) Taking meals, fruits or any type of food in cubicles or around the hostels is strictly prohibited.
- b) It is strictly prohibited to prepare any food in the living cubicles.
- c) Musical instruments (high sounding) and appliances shall not be used in the student's cubicles between 12:00 midnight and 6:30 a.m.
- d) No electrical appliances other than reading lamps, electric hair razor, and radio cassette may be used in students' rooms. The maximum voltage of a single appliance used in any student's room shall not exceed 150 watts. Individual bulbs should not exceed 100 watts. Such appliances if found in rooms shall be confiscated by the Dean of students until the end of semester.
- e) It is prohibited for any student to make or cause unnecessary noise or conduct himself/herself in a disorderly manner.
- f) It is strictly prohibited for a resident student to invite his/her fellow students for an intention of providing him/her with accommodation.
- g) All resident students are required to take care of the rooms they occupy. It shall be the duty of every student to clean the room he/she occupies.
- h) Balconies, windows, corridors and common areas shall not be used for drying or airing of bedding, towels or clothes.
- i) Any student, who destroys hostel's property or the property of another student in the hostel, shall be liable to fine to the extent of destruction caused.

12.0 BREACH OF RULES, DISCIPLINARY COMMITTEE AND APPEALS**12.1 Breach of Rules**

In breach of any rule, the Dean of Student (s) will in the first instance deal with any breach of these rules. Non-compliance with Dean of students' direction(s) by any student shall be reported to Rector/Campus Manager who will instruct the disciplinary committee to meet for further action.

12.2 Students Disciplinary Committee

The composition of the Students Disciplinary Committee shall be as follows:

1. Academic Coordinator- Chairperson
2. Dean / Campus warden Secretary
3. Respective Head of Department/ Programme Coordinator
4. Students' representative
5. Head of Quality assurance/ Quality Assurance Officer
6. Human Resource Officer

Note:

- a) The Chairperson shall invite one staff to attend the committee in liaison with Respective Head of Department Three members shall constitute a quorum.
- b) The Disciplinary Committee shall meet within a week to consider a reported breach of rule. At such a meeting the student concerned shall be heard and the Disciplinary Committee shall have power to summon any person within the Institute community to give evidence or information or produce anything in connection with such breach to enable it to arrive to a just conclusion.

12.3 Appeals over Disciplinary Decision

Any party aggrieved by the decision and penalty imposed by the Disciplinary Committee may: -

- a) Appeal to the Rector within 30 days from the date the Penalty was imposed. The Rector will convene special meeting of the Institute's top management to deliberate on the appeal. Any such appeal shall be in writing stating out the grounds of appeal.
- b) Where an appeal has been lodged with the Rector, execution of any penalty imposed by the Students Disciplinary Committee shall remain intact pending outcome of the appeal.
- c) At the hearing of the appeal by the top management; the student concerned shall have the right to be heard in person. The decision of the top management shall be final and conclusive.

13.0 PENALTIES

1. The Students' Disciplinary Committee may impose any of the following penalties in appropriate cases: -
 - a) A severe warning, with a direction to have it recorded in the personal file of the student concerned.
 - b) A fine commensurate with the nature of the offense committed.
 - c) A suspension from classes or hostel of the student(s) involved for a period not exceeding one month at the student's own expenses.
 - d) A dismissal from hostel of the Institute;
 - (i) Where one has previously suffered a penalty specified in (iii) above within same academic year;
 - (ii) Where a student does not comply with the penalty provided for under (iii) by either remaining or being seen within the Institute's class or hostels; or
 - (iii) Where a student happens to commit a criminal offense.
2. Notwithstanding the penalties as provided for above, the Student's Disciplinary Committee or any other competent body may require any student guilty of a disciplinary offense to pay compensation for the loss or damage caused to the Institute property as stipulated under students' regulations or charges for the services of the Institute obtained illegally.

14.0 OUR PHYSICAL AND POSTAL ADDRESSES

14.1 Head Office

Located at the Junction of Kilwa/Nelson Mandela Road
Postal Address: P. O. Box 9522, Dar es Salaam.
Telephone: +255 22 2850717
Fax: +255 736502630
E-mail: tia@tia.ac.tz
Website: www.tia.ac.tz

14.2 Campuses

Mbeya Campus

Located at the Junction of Airport/Zambia Road
Postal Address: P. O. Box 825, Mbeya.
Telephone: +255 25 2502276
Fax: +255 25 2503057
E-mail: tiambeya@tia.ac.tz

Singida Campus

Located along Sepuka Road
Postal Address: P. O. Box 388, Singida.
Telephone: +255 26 2502125
Fax: +255 26 2502844
E-mail: tiasingida@tia.ac.tz

Mtwara Campus

Located at Saba-Saba Ground
Postal Address: P. O. Box 169, Mtwara.
Telephone: +255 23 2333948
Fax: +255 23 2333948
E-mail: tiamtwara@tia.ac.tz

Mwanza Campus:

Located at Nyakato Along Musoma Road
Adjacent to Buzuruga Bus Stand
Address: P.O Box 5247, Mwanza
Tel: +255 28 2570475
Fax: +255 28 2570075
E-mail tiamwanza@tia.ac.tz

Kigoma Campus

Located at Kigoma Ujiji area along Lumumba Road,

Tanzania Red Cross Buildings

P. O. Box 526, Kigoma

Telephone +255 28 2803529

Email: tiakigoma@tia.ac.tz

For more information, please contact:

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